

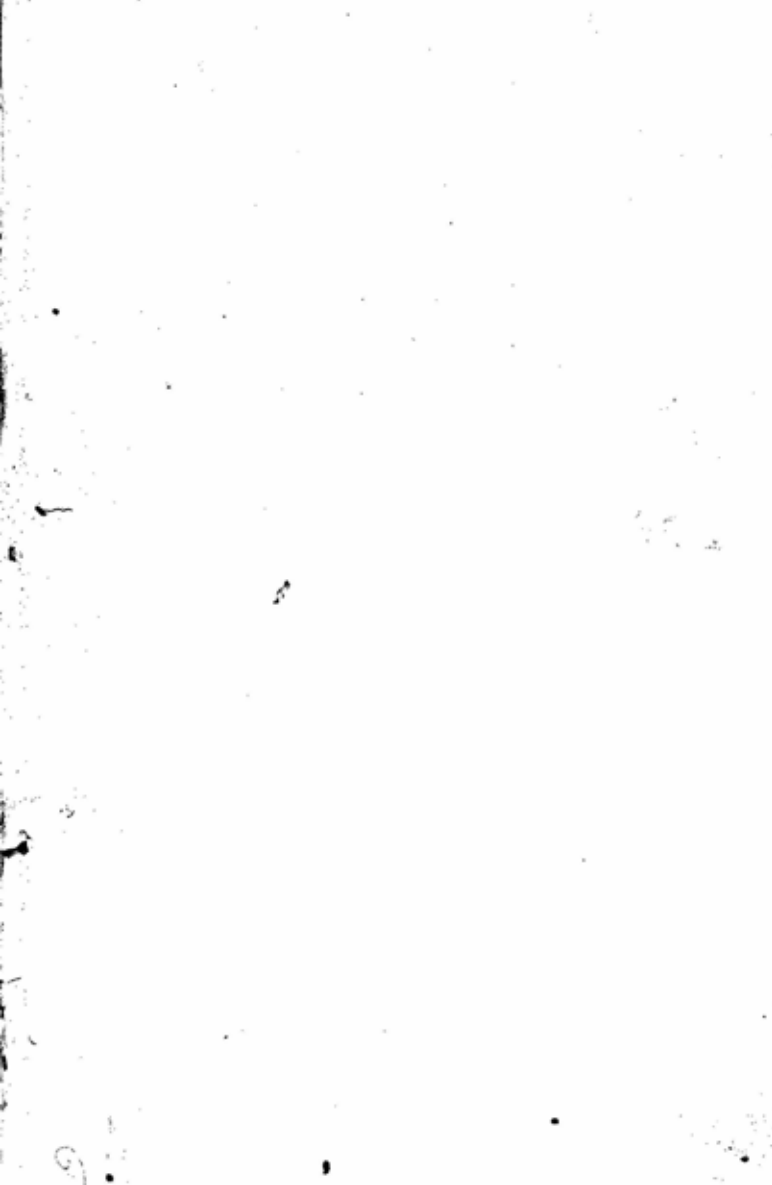
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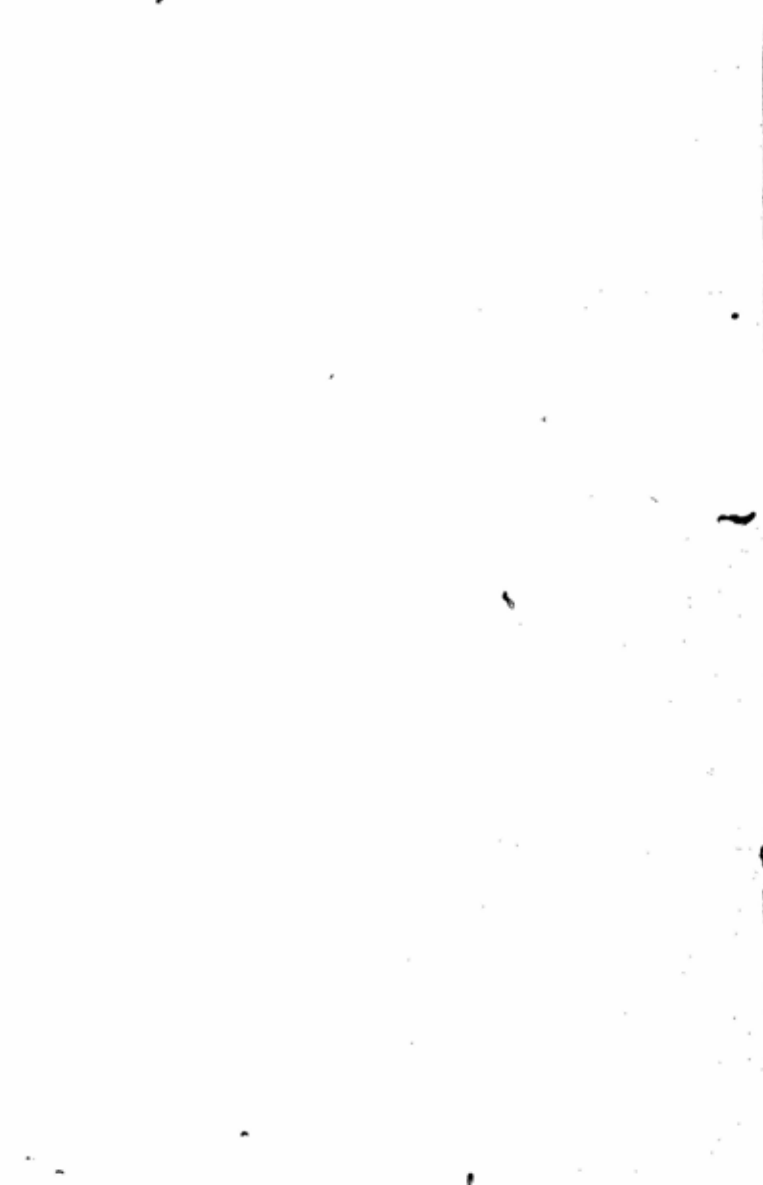
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# SOCIAL SCIENCE RESEARCH AND LIBRARIES

*Papers and summary proceedings of the  
Library Seminar on Research in the Social Sciences,  
New Delhi, 2-4 Jan 1959*

*edited by*  
S R RANGANATHAN  
*and*  
GIRJA KUMAR

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## The Five Laws of Library Science

1

BOOKS ARE FOR USE

2

EVERY READER HIS BOOK

3

EVERY BOOK ITS READER

4

SAVE THE TIME OF THE READER

*Corollary*

SAVE THE TIME OF THE STAFF

5

A LIBRARY IS A GROWING ORGANISM

ग्रन्थालय-शास्त्र-पञ्च-सूत्राणि

ग्रन्थालयी सदासेवि पञ्चमशी परायणः ।

ग्रन्था अध्येतुम्-यते च सर्वेभ्यः स्वं स्वमाप्नुः ॥

अध्येतुः समर्थं शीघ्र-पालयो नित्यमेव च ।

वर्धिष्युः एव चिन्मूर्तिः पञ्चमशी सदा जयेत् ॥



## CHAPTER A

### CONSPECTUS

#### 1 Pressure of Research on Libraries

THERE IS now evidence of growing research activity in the Social Sciences in India. The effect of this is being felt by our libraries as a result of increasing demand on their resources by the research scholars. It has also created some problems in the organization and service of our libraries. Therefore, a proposal to consider these problems by a small group of librarians had been mooted several times during the last few years.

#### 2 Proposal for Seminar

It is a matter of gratification that the Indian School of International Studies took initiative to arrange a Library Seminar on Social Science Research and Libraries. The foremost reason prompting them to do so was naturally the requirements of the research being conducted in the School itself. A more general cause was the desire to secure better library services for Social Science research in India as a whole. The School rightly felt that better results could be obtained by inviting to the seminar librarians working in important libraries in India. The Indian Council of World Affairs Library at Sapru House, New Delhi, which is also the library to the School, gave its full cooperation in the conduct of the seminar.

#### 3 Seminar

The seminar was held at Sapru House, New Delhi, from 2 to 4 January 1959. The intention was to have not more than 40 delegates. Actually, there were 38 participants. Ten papers were received and circulated in advance among participants. The topics arising out of these papers fell into the following seven areas:

- 1 The Area of the Social Sciences;
- 2 Union Catalogue of Periodicals in the Social Sciences;
- 3 Making Official Publications available for Research;
- 4 Classification and Cataloguing of Government Publications;



- 5 Documentation Work in the Social Sciences;
- 6 Technique and Organization of Documentation Work; and
- 7 Cooperation among Indian Libraries.

#### 4 Propositions for Discussion

With the cooperation of the authors a set of propositions arising out of their working papers was framed in advance for discussion in the successive sessions. The number of propositions was determined by the time available and the relative importance and the element of controversy involved in them. This led to an economical use of the seminar time, and the arrival of an ultimate agreement among participants on what should be done for improvement of service.

#### 5 Projects for Pursuit

It is our hope that some useful work will be done in the immediate future on the lines indicated in the resolutions approved by the seminar. The following projects for further pursuit emerged out of the discussion:

- 1 Survey of the holdings of periodical publications, including those of governments, in the important libraries of the country so as to help the formulation of a policy for the coordination of acquisition and cooperation in service;
- 2 Preparation of a Union Catalogue of the Learned Periodicals in the Social Sciences in the important libraries in India;
- 3 The production and distribution of scientifically prepared trade catalogues of the publications of the Government of India;
- 4 The establishment of a National Documentation Centre for the Social Sciences; and
- 5 The promotion of research in the depth classification of the Social Sciences and in their terminology.

This volume contains nine of the working papers used in the seminar (D E F G H J K L and M). It also contains three additional papers (B C and N). Chapter P contains a summary of the proceedings of the seminar. The last Chapter Q outlines the tasks for the implementation of the recommendations of the seminar.

### 6 Acknowledgement

Thanks of the editors of this volume and of the sponsors of the seminar are due to the authors of the papers and to the other participants, who made this seminar useful. Thanks are also due to Shri B C Tewari for preparing the index to this volume.

## CHAPTER B

# THE SOCIAL SCIENCES AND THEIR INTERRELATIONS

William F Ogburn

[The history of the concept of the Social Sciences is traced. Defines the central core of the Social Sciences. Lays down the criteria for current usage. Existing classification is justified. Interrelationship between the Social Sciences and their rationale are studied. Explores connections with other subjects. Difficulties in exact classification are emphasized]

### 1 The Concept of Social Sciences

THE idea of the Social Sciences developed from philosophy as did many other branches of knowledge. The first idea seemed to have been that society—that is, the organized state in contrast to the wild life of savages—was the result of the political capacities of mankind. Thus, it was said "man is a political animal". The observation that man was a political animal was broadened into the view that he was a social animal. The word "social" contrasts with the word "individual", and the Social Sciences dealt with group activities and many group achievements.

### 11 ITS HISTORY

The word science began to come into usage three or four centuries ago with the rise of scientific method. Before then, intellectual activities were characterized as scholarly rather than as scientific. What is now called Social Science was formerly known as social discipline. In the secondary schools of the United States (and in Oxford University) the term social studies is still preferred to Social Science. The heritage from philosophy remained for long influential, as manifested, for instance, in political and social theory and in social philosophy. These writings amounted to a large portion of all scholarly productions, which carried influence and prestige in the social fields.

### 12 SCIENTIFIC METHOD

As scientific method achieved spectacular and useful results in

astronomy, physics, chemistry, biology and as it influenced profoundly our way of life, it became fashionable to wear the garments of science. In the social field it was hoped that a scientific method would achieve results comparable to those in the Natural Sciences. Science became a banner under which many intellectual activities rushed to enlist, whether they were scientific or not.

### 13 THE USE OF THE TERM

Furthermore the word "social", which replaced the word "political" and which offered a contrast to the individual as in social psychology, was also used to set off the social studies from the physical and the biological. Thus, we have the term Social Science.

## 2 Central Core

Definitions, based upon usage, often do not have precise boundaries, accurate in details. The central idea then in a definition may in many instances be more useful than the boundary line. It is well therefore to have a look at the central core of Social Science.

### 21 AMERICAN PRACTICE

In the United States history, economics (political economy), political science (government, politics, or jurisprudence), psychology (in part), anthropology (in part), possibly geography (in part), statistics (as a method) and education (in part) are generally considered to be the main body of Social Science. Approximately, these are thought of as the core in other countries. In Europe, the term ethnology is frequently used instead of anthropology; and the concept of law is very broad and may include parts of other Social Sciences, particularly political science. Sociology is generally not as extensively developed as in the United States, where in the libraries it is sometimes used as a catch-all, for books not readily classifiable under other Social Science headings. Sociology may also include what is called in the United States "social work". In the United States, the Social Science Research Council is composed of representatives of seven National Societies or Associations, namely history, economics, political science, anthropology, psychology, sociology and statistics. Education has a separate National Council. Such are the indications of usage.

## 22 CRITERIA for USAGE

Is there any logical basis for this usage? There appear to be criteria. The sequence in which these are presented does not necessarily imply priority in importance.

## 221 The Test of Coverage

To be placed in the central core of Social Science a subject should be general, that is, its specialization should not be narrow. Indeed, such a classification should have many subdivisions, or special Social Sciences. Thus sociology includes demography, criminology, studies of cities, of rural communities, or race relations, etc. Economics includes the study of monopolies, transportation, financial institutions, consumption, production, etc. The curricula of universities give some idea of the subdivisions of a general Social Science. Only the comprehensive social disciplines are included in the core.

## 222 The Test of Fundamentality

The Social Sciences at the core are basic. Their knowledge is fundamental to many applied Social Sciences, such as, say, physics is fundamental to engineering. Thus, sociology is one of the basic sciences for "social work". The principles in sociology of group behaviour and of community life are necessary for social work dealing with poverty and delinquency. This is not to say that in dispensing relief funds to those in financial distress and in administering penal institutions there may not be made discoveries in group behaviour; but the accumulation of knowledge on group behaviour in sociology is much more comprehensive than would be discovered by social workers. If such an accumulation exists, it is economical and time-saving to use it, rather than to undertake the long-time task of duplicating it by discovery. There are a very large number of these special Social Sciences applying knowledge taken from the fundamental sciences. This relationship between the basic and the applied science is not as sharp as it is in the Natural Sciences. Discoveries are made in the Applied Social Sciences which add to the accumulation in the Basic Social Sciences. Thus, discoveries in psychiatry add to the knowledge of psychology, just as the clinical work of physicians sometimes adds to the knowledge of physiology and biology.

## 223 The Test of the Social

This test enables one to make classification of borderline cases, as for instance in geography. Much of geography is an earth science and deals only indirectly and remotely with social behaviour. Yet economic geography is rather close to economics, and when geographers deal with the activities of cities, as they do, they enter into sociology. This test splits psychology, so that the psychology dealing with the nerves or with sensations or with some animal behaviour is much more concerned with the individual responses than with the social. On the other hand the study of the social life of the lower animals, as, for instance, of the insects, would appear to make that branch of biology a Social Science. Yet, it may be questioned whether usage justifies calling it a Social Science; possibly, as nearly all Social Sciences deal with human groups, the study of the social behaviour of insects is outside the common usage of the term. Thus, usage makes some of the sciences difficult to fit into the logical compartments of analysis.

## 224 The Test of Science

The Social Sciences are younger than the biological or physical sciences, if we identify science by the scientific methods used. Furthermore, there are varying degrees of approximation to scientific methods and to science. This fact is not appreciated by many who have only two categories, science and not-science. Thus, to them, economics is or is not a science. The truth is that in economics as in other Social Sciences, good scientific method is not always used, and hence Social Sciences are at various stages on the road to becoming completely scientific. In all of them there is, however, a substantial amount of accumulated knowledge, reliable knowledge, and all use some scientific method some of the time. The test of science is therefore not easy to apply.

## 2241 HISTORY AS AN EXAMPLE

Take history for instance. It undoubtedly contributes much reliable knowledge, and if reliable knowledge be the test of a science, such history is a science. Yet if science be organized knowledge, that is, organized on the basis of principles or relationships, then much history falls short of being a science. Also the literary tradition influences historians, so that the appraisal of the literary style

of the historian is a factor in ranking him. So, too, does the philosophical tradition influence him. The interpretation of historical movements reminds one of earlier philosophies of history, rather than the work of scientists who apply rigorous tests of method and evidence. Historians do try to use, though, rigorous tests for the establishment of the unique facts of history.

#### 2242 PRIMARY OBJECTIVE

The primary objective of many special Social "Sciences", perhaps more properly called social engineering societies, is to improve conditions, as in public administration, international relations, penology, and family welfare. In most of these organizations the scientific knowledge available is used, but this use is difficult if strong emotions are involved as in race relations, taxation, or the treatment of crime. The major purpose is not to build an organized body of knowledge (though this may be done slowly) so much by discovering new scientific methods, as by using known methods, as by mere trial and error.

#### 23 CONCLUSION

It is clear then that the scientific test cannot be applied very rigorously; for the Social Sciences have not developed as fully into sciences as have the physical sciences. Librarians are probably not so much concerned with the test of science, as with the test of what is social.

#### 3 Classification

If the Social Sciences be thought of as a core group and all others; the "others" are far more numerous. Many of these are quasi-Social Sciences. Others are narrowly specialized. Some are social engineering societies devoted primarily to building and reforming.

#### 31 PRECISION IN IT

In any case great precision in classification is not to be expected. The practice of libraries and of college curricula will vary somewhat. This is partly so because the Social Sciences are evolving. The extent of the use of scientific method will vary over time at different speeds for different subjects. Hence, there will not be agreement as to usage. This lack of agreement also varies with nations. Yet, all is not chaos.

The agreement is probably much greater than its lack. As there are influences that change usage, so there are factors that tend to make usage more uniform. These are the wider distribution of printing, translation, scientific meetings, both national and international, and the exchange of scholars. It is possible to set up a set of categories that would have precise boundaries and to give these names, but such a system would not be based upon usage, and it is doubtful if it would ever be used.

### 32 INFLUENCE OF RESEARCH

The influence of research is probably to blur the boundary lines between the various Social Sciences. The reasons are several. The first is that many problems for research cross the boundary lines. Thus, problems of research in criminology may be in several different fields, as, for instance, biology, psychology, sociology, law, political science, psychiatry, public administration, penology, social work, and in some cases in anthropology.

#### 321 Inter-Disciplinary Research

A person specializing in criminology needs therefore to learn some knowledge and method from several different sciences. In case he is not so trained, the research may be helped by the use of consultants, or it may be that the research should be conducted by a team, with members being drawn from different Social Sciences. Such inter-disciplinary research requires cooperation, which may be difficult if the members are temperamental. Also, there are problems of leadership, of allocation of time and effort, of financing, of learning the meaning of terms, and of writing up results, as well as planning the research.

#### 322 Compartmentalization

If the compartments of any classification of the Social Sciences are surrounded by barriers, then these barriers are a definite hindrance to research in some problems that lie across boundary lines. Such barriers do exist and they are administrative or psychological. Thus, a student working for an M A or a Ph D degree in one particular field, say in some area of economics, finds the requirements are such that he takes all his courses in that particular area, and finds it difficult, for one reason or another, to take courses outside.



Such a barrier is administrative. The psychological barrier is one of loyalty to the Social Science in which one specializes. Also, such a specialist identifies his ego with the science in which he specializes. This psychological factor is somewhat like that found in nationalism. A person is an Indian, not a Chinese nor a Russian. At times to be a Frenchman bars him from getting advantages from Germany. Political scientists seldom study psychology and psychologists seldom study political science.

### 33 EXISTING USAGE JUSTIFIED

However, probably a great majority of problems of research lie wholly within the field of any given Social Science. Hence, the existing classification is justified from the point of view of research, despite the fact that there are problems that lie in more than one Social Science.

### 34 COMPARISON WITH NATURAL SCIENCES

The same difficulties are also found in the Natural Sciences. Thus, the utilization of the nuclear energy of the atom requires the cooperation of chemists, physicists and metallurgists. Whether these difficulties are more common in the Social Sciences than in the Physical Sciences has been the subject of speculation. Probably the answer lies in the closeness of the interrelations of the different Social Sciences and of the different Physical Sciences. It is probable that the interrelations are more numerous among the Social Sciences and the similarities of content, if not of method, are greater. We then next consider the interrelations of the Social Sciences.

### 4 Interrelationship

We have already discussed the interrelationship between General Social Sciences and their subdivisions, the Special Social Sciences. This may be seen as a vertical relationship. Horizontal relationships also exist. Thus, history is related to every other Social Science, since there is a history of every field. These relationships of history are rather more methodological than substantive. Thus the history of organized crime is not found in the history books written by professional historians. Histories of organized crime are the work of sociologists and criminologists, though their methods are like the

methods of professional historians. However, histories of, say, economic institutions, such as transportation or monopolistic business, may be found in histories as well as in economic books, though perhaps more fully treated in the latter. In fact, the interrelations of economics and history are well recognized. Economic history is found in universities in departments both of history and of economics. Similarly, there are political historians and social historians. However, the economists, the political scientists, and the sociologists who write history more often restrict their history writing to specialized areas, such as the history of manufacturing, the history of prices in Spain, the history of the Supreme Court over a limited period of time, or the history of the family.

#### 41 SUBJECT TO CHANGE

Concerning these interrelationships, a point of significance is that they change as time passes. For instance, the interconnections between economics and political science become much closer as the governmental functions expand into the regulation of economic enterprises and are, of course, quite close in socialism. Economics becomes again political economy. In primitive cultures, economics is social economics, since production is governed by tribal customs. In the economy of Europe before the industrial revolution production was on a family basis and the system was called the household economy. Such is the case in much of India today.

#### 411 Anthropology

Another illustration is the relationship of anthropology to sociology. Formerly, anthropology was not concerned with the social life of modern literate peoples with complex cultures such as the modern French, German or Italians. Their social life was the concern of other social scientists, such as historians, economists, sociologists and political scientists. Anthropologists, however, dealt with the economics, the history, the government and all the social activity of primitive non-literate simple cultures. The sociologists themselves did very little research among these primitive peoples, leaving that task to the anthropologists. Today, however, anthropologists study modern literate peoples, but generally the smaller communities such as villages and small towns, or perhaps some segments of modern life such as rituals or the rearing of children. The

training of an anthropologist does not permit him to study the banking system or the relationship of the judiciary to the executive branch of the government.

#### 412 Geography

Similarly, geography has now much closer relations to sociology than before since it studies various aspects of city life, even other than spatial distribution. For a long time, though, there has been economic geography, dealing with natural resources and their use, as well as their distribution. Geographers have also dealt with the social effects of climate.

#### 413 Statistics

##### 4131 RELATION WITH MATHEMATICS

Statistics as a Social Science calls for special comment. To some, statistics is seen as a method, and therefore does not deserve recognition as a Social Science, if it is to be judged by its substance rather than its method. So in some universities statistics is classed with mathematics, and certainly much of the language of statistics is that of mathematics. But, in the application of mathematics to quantitative data, the mathematics used must be adapted to the subject matter as in correlation, and furthermore the meaning of the result must be in terms of the subject matter. This meaning is more difficult to ascertain because of the complexity of social data than is the case, say, in engineering, or in accounting. In this respect statistics and mathematics differ so widely that their separation is justified though the interconnections are close.

##### 4132 RELATION WITH SOCIAL SCIENCES

For this reason, statistics tends to differ somewhat when used in, say, education, economics, sociology and political science. Hence, if we see statistics as a method, there is much that is common to statistics in different Social Sciences, yet there are still differences in method; and on the substantive side, which gives statistics its meaning, the variation is quite great from one Social Science to another, so that every Social Science has, among its personnel, statisticians. Indeed, if the various Social Sciences were highly developed in measurement, then nearly every social scientist would

be a statistician. Then there would be little need for a separate department of statistics, except possibly for mathematical statistics as advanced methods.

#### 42 THE RATIONALE

As regards further interrelations of the Social Sciences it is not feasible to present in a short paper a description, or even a recording, of all the interrelationships; for every Social Science has relations with many others and hence the possible combinations of these relationships would be numerous. The rationale for these many interrelationships lies in the fact that the different parts of society are actually closely interrelated. Thus the schools are related to government, church, industry, agriculture, recreation, family, community, beliefs, crime, race, etc and in a changing society, all these institutions are changing, hence their interconnections change and problems are thereby created.

#### 5 Outside Connections

The Social Sciences are not only connected with one another, they are also connected with the Physical and Biological Sciences and with the "Humanities". In a previous paragraph geography was mentioned as an earth science but with interconnections with economics and sociology. Also statistics was shown to be closely connected with mathematics, not a Social Science.

#### 51 NATURAL SCIENCES

There are many other cases. Anthropology is so closely related to biology that there is a special branch known as physical anthropology. When anthropologists study pre-historic men of the distant past, its relationships to palaeontology and to archaeology are apparent. Psychology is so closely related to biology in its study of heredity, physiology, and the behaviour of the lower animals that it is almost a branch of biology; and, through biology, it is connected with chemistry. The connections of sociology with natural environment as well as with biology are so close that there is a division of sociology known as human ecology.

#### 52 HUMANITIES

Connections of the various Social Sciences exist with other in-

tellectual disciplines besides the sciences. These disciplines are often designated in university calendars as the "Humanities". The connection with philosophy for instance is apparent in history, sociology, political science, and to some extent in psychology. This connection was more evident a century or more ago. This connection might be inferred from the statement that philosophy is the mother of the sciences.

### 53 MATHEMATICS

With regard to mathematics, it has been said that no science, be it social, biological, or physical, is fully developed as a science, unless its knowledge is based upon measurement, which implies mathematics. Whether this statement be literally true or not, its acceptance implies extensive relationships with mathematics.

### 54 LITERATURE

The language of Social Science is only partially mathematical. It is almost wholly a language of sentences containing words. Hence the connection with literature. But the connection is something more than the use of words. The use of words that make what is called literature strives to interest the reader or the listener, or to stimulate his emotions, or to appeal to his spirit. In doing so it may disregard facts and evidence, and often does so. Thus the tradition of literature is non-scientific. Its connection with the Social Sciences is much greater than with the Natural Sciences. The moral and religious tradition means also the connection of these fields with the Social Sciences. The interconnection of Social Science with the Humanities is a troublesome one for librarians.

### 55 OTHER EXAMPLES

That there are many other outside connections, too numerous to mention, is seen when we recognize three facts. One is the dependence of human groups upon natural environment including the climate, the space above the earth's surface, upon soil and minerals, and upon the waters of lakes, rivers, seas, and oceans. The second fact is the great significance of the objects of material culture for group life such as airplanes, wheels, engines, buildings, tools, clothing, etc necessitating the adjustment of peoples to natural environment and to material culture. The third fact is that human

societies live and thrive not upon science alone, but upon emotion, morals, aspirations and actions. Therefore the Social Sciences are related to the Humanities.

### 6 Conclusion

Social Science is a valid concept fairly well defined. There is a central core of Social Sciences the allocation to which varies a bit over time and from one country to another. There are criteria for determining what is the core of Social Science. The core of Social Sciences is only a small part of disciplines that are called social. The interconnections of one Social Science with another are many and are closer than those among the Physical Sciences. The reason is the interconnections that exist in a civilization. But there are also interconnections with the Biological Sciences, the Physical Sciences and the Humanities because the life of groups is dependent upon the subjects treated by these disciplines. Research is largely within a Social Science, but frequently involves more than one. Research and change make classification somewhat more difficult and unstable.

## CHAPTER C

# THE ORGANIZATION OF RESEARCH COLLECTIONS IN INDIA

Girja Kumar

[Emphasizes the close interrelationship between Social Science research and libraries in India. Suggests the appointment of trained librarians with subject specialization in libraries. Defines scope and problems of research collection. Discusses problems in book-selection and acquisition, especially of past publications. Describes four special types of research materials. Underlines the importance of exchanges and gifts, and recommends the establishment of a National Exchange Bureau. Calls for cooperation between libraries and the appointment of an All-India Library Committee]

## 1 Social Science Research and Libraries

### 11 RESEARCH IN INDIA

SYSTEMATIC research in the Social Sciences is a phenomenon of comparatively recent origin in this country. Until recently, research was confined principally to the Natural Sciences. But the situation has been changing in recent years, because of the growing awareness of the direct utility of research in Social Sciences to government, business-enterprises, and to society in general. The financial support for Social Science research has been steadily increasing and the output of published literature on various subjects in the Social Sciences has now become appreciable. The coming into existence of several bodies, official and unofficial, sponsoring advanced research, is indicative of the growing interest in our country.

#### 111 National Loss

While some attention has been devoted to providing resources for facilitating research in other respects, not much thought has been given to the important question of organizing the recorded materials for research and of providing specialized reference service to research scholars. It would be revealing to calculate statistically the extent of national loss in the time spent by research scholars in literature-search which should normally be made available to

them through expert bibliographical service by the library. There are several examples of research projects in progress in this country where hardly any attention is paid to the role that libraries can play in organizing materials and providing various kinds of specialized services. The end product in such cases might be no more than mere infructuous effort.

## 12 IMPORTANCE OF LIBRARIES

The aim of research in the Social Sciences is the purposive collection of data and the use of the data to yield relevant conclusions. Since social science research is in its nascent state of development, it is all the more necessary to emphasize the intimate relation between the development of research and of libraries in India.

## 13 RESEARCH A SHARED ACTIVITY

The research worker speculating in solitude and discovering a new theory or truth is perhaps a rare phenomenon. Most of the present-day research is the result of activity shared between several persons, including the researcher himself. The ground for the researcher is prepared by the librarian who anticipates, though indirectly, the demand for it and provides, among other things, specialized bibliographical service to the researcher.

## 14 PARALLEL DEVELOPMENT

Thus the human element in organizing and servicing research materials can be ignored only at the risk of jeopardizing the entire research programme of the institution or organization concerned. The problem may assume dangerous proportions in the underdeveloped countries, where the steadily increasing governmental funds and grants from foreign foundations for research are being expended, without much thought of providing for the personnel and expenditure that will be necessary for organizing the collections of documents for research. It brings to the fore the question of providing sufficient funds for the parallel building of research collections and the provision of properly trained and qualified library personnel for service.

## 15 SUBJECT SPECIALIZATION IN LIBRARIES

The comedy-hall picture of the librarian as a formidable creature



of ample proportions acting as a policeman guarding the books is a cynical presentation born out of ignorance. In order to organize, acquire, and service research materials at their optimum, the professional staff in research libraries needs to be adept in the subjects of specialization of the library. With growing specialization in library acquisition and servicing, there will be a growing demand for subject specialists as library personnel. However, it must be recognized that the subject specialization for research librarians will not be of the same intensity as expected of a research scholar in the same field.

## 16 EXPERT ADVICE

Another dimension added to the problem of planning and organizing research collections is the limited amount of expert guidance available to libraries from research scholars in Asia. They are themselves in the process of acquiring knowledge of their respective subjects. This process is likely to continue until the libraries are properly developed. This vicious circle will be broken only by the simultaneous development of research scholars and libraries. Thus alone the antithesis would turn into synthesis.

## 17 PLANNING

It is, thus, imperative to organize research collections on a rational basis and entrust them to the care of library professionals with the necessary vision and the requisite competence in the field of Library Science as well as the subjects of specialization of their library. This applies with greater force to this country which is still in the initial stages of providing research facilities in the Social Sciences.

# 2 Scope of Research Collections

## 21 DEFINITION

Next to personnel comes the coverage of the library collections. The difficulty in precise definition is inherent in the very nature of the Social Sciences, which are themselves subject to constant change. Apart from the "Pure" Social Sciences such as history, sociology and economics, we have the semi-Social Sciences which fall in two categories: "Some [like ethics and education], however diverse their present-day importance, are social in origin and still retain in part

a social content; others [like philosophy and psychology], although independent in origin, have acquired in part a social content."<sup>1</sup> It is ironical to find the Social Sciences which owe their parentage to philosophy (and religion) encroaching upon their forefathers in the span of just three centuries. Thus the exact scope of its research collections is difficult to define and must be left to the circumstances of the individual library—the circumstance being liable to change from time to time in line with the research programme of the parent body.

## 22 COMPARISON WITH THE NATURAL SCIENCES

The Social Sciences being sciences of historical phenomena, their study would not only be theoretical and analytical like the Natural Sciences, but also historical and synthetic. In the Natural Sciences books published a decade earlier may be regarded as outdated and of relatively less importance. The phenomena studied are usually recent or current ones. But a substantial portion of research in the Social Sciences is turned on the social phenomena of the past 150 years. Thus the time span of research in the Social Sciences is ten to fifteen times more than in the Natural Sciences.

## 23 POINT OF VIEW

Many publications must be acquired not merely for their contribution to knowledge, but for the point of view and sectional interest that they might express, as for instance, publications of political parties, international organizations, official reports, and the like. This situation creates a difficult problem for libraries in the Social Sciences because of the sheer size of the collections to be accumulated and maintained by them.

## 24 INTERRELATIONSHIP WITH OTHER SUBJECTS

Another important aspect which cannot be ignored in Social Science research is the growing interrelation between the various Social Sciences and the increasing use of the literature in the Humanities and even the Natural Sciences. It has been found from the experience in the Indian School of International Studies that several regional research projects involve, besides all the Social Sciences, reference to works on engineering, geology, agriculture, medicine, literature, religion and philosophy. To give a concrete example,

a subject like "the role of minerals in U S foreign policy" falls within the province of engineering, geology, economic geography, history, political science, international relations, and economics. The plight of the research librarian can be well imagined because he is, literally speaking, called upon to re-examine the scope of his collections everytime a new project is taken up.

### 241 Statistical Evidence

Two interesting statistical studies go to confirm our experience. Arthur M McNally has shown that "less than a third of the books and periodicals used in research on United States history are classified in the field of United States history".<sup>2</sup> A Belgian study, based upon a questionnaire, indicated that scholars working in the Humanities and Social Sciences almost invariably had to resort to other libraries in addition to their university library.<sup>3</sup>

## 25 SUMMING UP

We have thus far reviewed the scope of subjects and the human element in organizing research collections in the Social Sciences. The other important questions concern the selection and acquisition of research materials and the forms of cooperation among Indian libraries. We shall not consider their processing and servicing, which need to be dealt with at length in a separate paper.

## 3 Book-Selection

### 31 RESPONSIBILITY FOR IT

There are no two opinions about the need for close cooperation between the librarian and the research scholar in the judicious selection of research materials for acquisition by libraries. In actual experience, it has been found that the main burden falls on the librarian. This is but natural, because it is a wrong use of the time of the research scholar to be asked to do the preliminary work in book-selection. He should be brought in only at the final stage of approval, rejection, and addition if any.<sup>4</sup>

### 32 PAST PUBLICATIONS

The problem is more complex in respect of the systematic book-selection of past publications. This assumes great urgency because

of the serious gaps in our library holdings of Social Science research materials. The non-availability of a sufficient number of research scholars, who can spare the time and cultivate the mood for rendering proper advice on specialized topics, makes the task of book-selection doubly difficult.

### 33 LIBRARY CONSULTANTS

It has been suggested that the best solution would be to seek the advice of bibliographers and specialists in other countries. Such mechanical advice, without the actual feel of the problem, has been found of limited utility in practice. The proper solution should be sought within the library, and not outside.

### 34 SUBJECT SPECIALIST

The idea of appointing subject specialists on the library staff as already elaborated in section 15 is the correct solution to the continuous selection of research materials. It would be extremely imprudent for each Indian library to attempt coverage of all the subjects simultaneously. In the nascent stage of library development, our immediate goal ought to be partial comprehensiveness in each library. The subject specialist in the library is the most eligible person to effect coordination in these matters.

### 35 PLANNING OF RESEARCH

We may add a word here about the choice of subjects for research. It is expedient that the choice of research projects takes in view the actual availability of research materials in the accessible libraries and the possibility of acquiring other necessary materials in time.

## 4 Acquisition

After book-selection comes the question of acquisition. The acquisition of current publications is a routine matter, except that it involves a certain time lag because demand for most foreign titles is not often anticipated by Indian booksellers. They are content with the import of titles that may interest the general reader.

### 41 INDIAN BOOKSELLERS

Indian booksellers still channellize their foreign book orders

through their agents in London and Oxford. They are reluctant to deal with book dealers and publishers in the neighbouring countries of Burma, Pakistan, Ceylon, China, Japan and the countries of the Middle East. It is for this reason that several major Indian libraries have no alternative but to channellize their orders through foreign book dealers. An additional service provided by foreign booksellers is the regular supply of out-of-print books on competitive rates. The alternate solution lies in the establishment of a book market in India.

## 42 PAST PUBLICATIONS

The crux of the problem in organizing Social Science research collections in India lies in acquiring past publications including the periodicals. There are not yet many Indian booksellers who like to venture into this area. Bombay, Calcutta, Delhi, Lucknow and Madras are, however, developing into promising book centres. Some circulate their catalogues of out-of-print books at regular intervals. Many Indian dealers have still to get out of the tendency to overcharge their customers.

### 421 Their Availability

The out-of-print books in the field of Social Sciences are hard to get. The foreign second-hand booksellers show greater interest in searching for exorbitantly priced rare books than the normal out-of-print books. Our experience in ordering past publications dealing with the Asian region, the Commonwealth, and International Law, from foreign dealers, has been discouraging. There was a positive response only in respect of five to fifty per cent of our want-lists circulated among fifteen booksellers in Europe and the United States within one year.

### 422 Small Booksellers

Small booksellers proved more helpful than the established dealers in acquiring research publications. The established booksellers mostly content themselves with a periodical circulation of their own catalogues of out-of-print books. These catalogues are useful in filling up stray gaps in library collections. But they are not of much assistance in building up collections on a systematic basis.

## 423 Poor Response

Past research publications, which will be the backbone of Social Science research in India, lie somewhere between the current and rare books. While the former are easy to obtain, the latter are made available only after an intensive search to locate individual items.

## 43 MICROFILMS

The only other alternative is to obtain out-of-print research materials on microfilm. The cost of microfilming is no more than the price of a printed book. The microfilming charges by the Photoduplication Department, Library of Congress, and the Indian National Scientific Documentation Centre (Insdoc) are five cents per exposure (for first 500 exposures) and two rupees for first ten pages (and one rupee for the subsequent ten pages) respectively. Many research scholars are reluctant to sit stiffly in a dark room before a microfilm reader reading microfilms. They prefer to avoid their use as far as possible. Photostat copies are preferred, but those are four to five times costlier than microfilms.

## 431 Xerox Process

Happily, the situation is likely to change for the better in view of the use of the Xerox process by the University Microfilms, Ann Arbor, Michigan. They have started a service for one full-size copy at a time of any out-of-print book by this process. The charge is three cents a page, which comes to \$ 9.70 (including seventy cents for binding) for a book of three hundred pages. But a copyrighted book is supplied through the publisher at an additional ten per cent royalty. Looking towards the future, it should be possible for every library to obtain out-of-print books on very reasonable charges through more improved processes.

## 44 FOREIGN EXCHANGE

Another dimension has been added to the problem by bringing import of books under the regulation of foreign exchange control. The present restrictions are bound to discourage the flow of research materials into this country. It is hard upon libraries to anticipate six to nine months in advance the correct proportion between their purchases from sterling and dollar areas and local dealers, as

required by exchange control regulations. Books are not like standardized goods which may be ordered in bulk supply at standard sizes and prices. Such forecasting is virtually impossible about out-of-print books including back sets of periodicals which may suddenly turn up in Tokyo, London, New York or the Hague. The problem is made further complicated by the insistence on an artificial division between exposed microfilm and books. Several times libraries have to suspend import of books because the import licences are not available in time. These restrictions, a tax on culture, should be removed immediately, especially because the amount of foreign exchange involved in import of books is not very substantial.

### 5 Special Materials

The special research materials which are not available through normal book trade channels present a special problem. It is proposed to deal with this matter at length because of its growing significance in Social Science research. Official publications, documentary materials, archives, and newspaper clippings are examples of this kind. But these materials are not of equal significance for research in all the Social Sciences.

#### 51 OFFICIAL PUBLICATIONS

A significant number of official publications, many of them being of considerable research value, like parliamentary reports, are meant for limited circulation. It is necessary to establish special contacts to obtain such publications on a regular basis. The subject has been discussed at length in Chapter G.

#### 52 DOCUMENTARY MATERIAL

The growing significance of documentary materials, such as the texts of important speeches, policy statements, agreements, and treaties based upon official and unofficial sources, for research on international relations and regional studies, needs to be underlined. Such materials are hard to obtain and the only satisfactory method is to make intensive search through newspapers, official bulletins and press releases, political party tracts, etc. It may involve regular correspondence with numerous agencies to obtain individual documents.

### 53 ARCHIVES

Another type of important primary source material is the archival materials, most of which exist only in single copies. Research scholars are further handicapped because of the governmental restriction over their use for a specified period, in some cases extending up to fifty years or so. The current published accounts of the Second World War may have to be substantially revised, after the diplomatic archives of all the great powers are thrown open to research scholars. This difficulty is unavoidable and the librarian cannot do much about it.

#### 531 Indian Archives

The National Archives of India with its collection of over 130 million folios has one of the richest collections of the records of the Government of India and their predecessor, the East India Company. The Indian official archives up to 1916 have, with some exceptions, been thrown open to research scholars. The access to the records of the Home Ministry pertaining to Kashmir has been restricted temporarily. There are also restrictions regarding the records of the Ministry of External Affairs relating to India's relations with the neighbouring countries for the present century. Barring the above-mentioned restrictions, maximum facilities are being provided to research scholars to consult old records.

#### 532 Availability

As regards the non-restricted archival materials, the problem has been partly mitigated due to extensive microfilming of several national archives. The microfilms can be made readily available to research scholars all over the world. For example, an interesting chapter will be added to India's struggle for independence, after due note is taken of the papers about the Ghaddar Party in possession of the various American federal agencies.

### 54 NEWSPAPER CLIPPINGS

Another special class of research materials is newspaper clippings consisting of items of news, editorial opinion, text of documents, and contributed articles having intimate bearing on the events of the day. Press clippings form an excellent raw material for a historical approach to research topics. The clippings are of great value in



providing background to subjects in international relations and to matters of political, economic, and social policy. The extensive news stories, special write-ups, and informative editorials in the *New York times* and the series *Survey of international affairs* could not have been possible but for the excellent press clippings collection at their disposal. But the clippings must be collected day by day because newspaper files are hard to find after a short while. The Indian Council of World Affairs Library, the Diwan Chand Indian Information Centre, and the All-India Congress Committee Library have substantial press-clipping collections.

## 6 Exchange and Gifts

So far, we have considered the acquisition of research materials by purchase. The possibilities of obtaining them through gift and exchange are enormous. These remain to be tapped to our advantage. The proper development of exchange arrangements over a number of years can assure an uninterrupted flow of current and past books and periodical publications on a regular basis. It is possible to develop exchange arrangements and obtain gifts to the extent of fifty per cent of library acquisitions in less than a decade. It would be advisable for individual research libraries to greatly activate their exchange programmes and thus fill up major gaps in their research collections.

### 61 BILATERAL EXCHANGES

The potentialities of building up research collections, through bilateral exchange of publications, is still to be recognized in this country. Many foreign libraries and institutions do not expect a strict *quid pro quo* from Indian libraries. The activities of the US Book Exchange and its enormous collection of duplicate periodicals ought to be widely known in this country. The British National Book Centre is another institution whose assistance should be secured in greater measure than at present.

#### 611 Official Publications

As regards the exchange of official publications, it should be placed on an official basis by bilateral agreements with other countries. The recent adoption of the *Convention concerning the exchange of official publications and government documents between*

*states* by the General Conference of Unesco to replace the Brussels Convention of 1886 is a welcome step in the right direction. Our four national libraries may be the beneficiary of such arrangements. There is, however, no bar on other libraries to work out separate arrangements for the receipt of foreign official publications simultaneously.

## 62 NATIONAL EXCHANGE BUREAU

The establishment of a National Exchange Bureau in this country may be favourably considered to

- 1 Organize and promote the exchange of duplicates;
- 2 Serve as a depository of duplicates of Indian libraries for conducting exchanges at a national and international level; and
- 3 Tranship and receive exchange materials on behalf of Indian libraries (like the Smithsonian Institution of the United States).

## 621 Independent Organization

The experience of other countries favours the establishment of national exchange centre as a separate organization, not attached to any existing library. The centre could greatly facilitate and expedite exchange of publications with libraries abroad and between Indian libraries themselves.

## 7 Cooperation

The problems involved in organizing research collections in the Social Sciences are beyond the resources of the individual institutions. They call for an understanding between the major Indian libraries in respect of acquisitions and providing inter-library loan service on a regular basis. Another urgent measure necessary in the foreseeable future is the establishment of a union catalogue of the periodical holdings of major Indian libraries on a current basis.

## 71 INDIA'S FARMINGTON PLAN

It may be too much to expect at this stage an Indian version of the Farmington Plan, whereby the major American libraries have agreed to specialize in different subjects and areas. Thus, they have

been enabled to minimize duplication of infrequently used research materials. Some kind of informal understanding among the local libraries could be a stepping stone in this direction. The University Grants Commission might use its good offices to encourage the university libraries in India to coordinate broadly the scope of their collections.

#### 72 NATIONAL LIBRARY

Many of these tasks will be facilitated after the proposed National Central Library in Delhi is established and maintained at the same high standard as many other national libraries.

#### 73 ALL-INDIA LIBRARY COMMITTEE

The afore-mentioned issues call for the appointment of an All-India Library Committee to report on the existing situation in respect of research collections of major Indian libraries and make recommendations in line with our national requirements and priorities.

## CHAPTER D

# THE CONTRIBUTION OF LIBRARY TO RESEARCH

Phillips Bradley

[Discusses the influence of universities and government plans on research in the Social Sciences. Describes the role of libraries in acquiring, processing, and serving the research materials. Suggests cooperative specialization among libraries in India and a survey of the present position as the first step. Examines the problem of union catalogues. Recommends the formation of regional centres in Bombay, Calcutta, Delhi and Madras]

### 1 Introduction

#### 11 LIBRARY SERVICE IN NATURAL SCIENCES

THIS conference is an important advance in the rapidly developing concern of Indian librarians for equipping the nation with adequate library services in many fields. With the present emphasis on technological advance in all countries, it has obviously become a major concern of libraries in every country to assure the most rapid and inclusive possible collection and processing of all relevant materials in the Natural Sciences. India has, indeed, been in the forefront of this movement through such agencies as Indoc.

#### 12 IMPORTANCE OF SOCIAL SCIENCES

Even a cursory review of the literature of the past quarter century in many countries reveals the increasing concern which not only social scientists, but the natural scientists themselves have expressed as to the need for increasing and spreading Social Science knowledge. Many natural scientists are writing on the importance of a rapid and comprehensive attack upon problems in human relations through Social Science insights. Research in, as well as popular understanding of, human relations—in all their aspects—is today widely recognized as essential for world order and progress. This concern is today more relevant, indeed imperative, than it was in any previous historical period. The critical need for a concerted use of these disciplines in analyzing every aspect of human

relations is today so obvious, in fact, as to need no elaboration.

### 13 IMPORTANCE OF LIBRARY SERVICE IN SOCIAL SCIENCES

It is exactly at this point that the library becomes the first and one of the most important tools for research available to social scientists. Without adequate library resources, which make available the results of past and current research, social scientists are handicapped in planning new studies or developing comparative analyses of problems common to many peoples and regions. This conference offers, therefore, a unique opportunity for Indian librarians to begin a critical examination of how they can contribute to the development and expansion of Social Science research in India.

## 2 Why Social Science Research in India ?

### 21 INFLUENCE OF UNIVERSITIES

A preliminary question may perhaps be examined briefly, as a basis for further analysis and discussion: Why is Social Science research important today in India ? To ask this question is almost to answer it. A few points may, however, be noted. First, the current annual production of Ph D theses in India is about 300. Increased interest in advanced graduate study is evident in most, if not all, Indian universities today. The number of Social Science research theses and monographs will obviously grow with the general increase and may very well form a higher ratio of the total in the years immediately ahead. The expansion of university research—by staff as well as by graduate students—places a broader obligation upon all research libraries (not merely university libraries) to increase their resources.

### 22 INFLUENCE OF GOVERNMENT PROGRAMMES

A second reason why Social Science research is important to India today lies in the economic and social policies and programmes of the government. The research programme of the Planning Commission is an adequate demonstration of this point.<sup>5</sup> The Planning Commission is indeed utilizing university personnel for many of its studies, as well as conducting much research on its own account. Many other government agencies, centre and state, are also engaged in a wide variety of Social Science research. It is unlikely that this

emphasis on research in many areas of the Social Sciences will decline in the foreseeable future. It becomes important, therefore, to equip the relevant libraries, university, governmental, and specialized, with the necessary research resources to make the results of future research as effective as possible.

### 3 What is the Role of the Library ?

To the development and expansion of Social Science research in India, the libraries can make three major contributions.

#### 31 COLLECTING THE RESOURCES

##### 311 Government Publications

First, of course, is the comprehensive collection and adequate processing of research resources of all kinds. Perhaps the most important resource is the collection of official documents, both Indian and foreign, and of international agency publications. No detailed listing is obviously needed here; the motto might well be: "Everything from every government." Obviously, priorities as to the types of material assembled from each government will need to be established. The long-range objective should, however, be to obtain an inclusive collection, at least for all governments which are of primary interest to India from the point of view of their economic, political, and social policies and programmes.

Other conference papers will review in detail the scope and types of document needed for research. Several governmental libraries (notably the Secretariat and Parliament Libraries, as well as the National Library, Calcutta) already possess sizable collections of foreign documentary materials. There is urgent need, however, not only to fill the gaps in existing series, but to extend their range to include materials not yet available in India. A concerted and cooperative attack by the major research libraries in India on this problem could itself result in providing research workers in and out of government with at least the major collections within the foreseeable future.<sup>6</sup>

##### 312 Periodicals

A second type of material which should be collected on a comprehensive—and cooperative—basis is periodicals. Most current

research appears first in articles. It is important, therefore, to insure the presence in India of all the major professional Social Science periodicals from all countries. Here, also, existing sets of periodicals already in India need to be completed and sets of periodicals, not now available, provided for.

### 313 Private Papers

A third type of collection which might well be considered on a phased programme of long-range acquisition are "papers". In India, there must be considerable bodies of private papers (correspondence etc) relating to the economic and social history of the country, at least over the past one or two centuries. Many of these collections are no doubt in the hands of private individuals or of companies and various types of civic organizations. Experience in other countries indicates that, in many cases, those who control them are little aware of their critical significance for historical research. These materials may easily, therefore, be destroyed or lost before they are "recaptured" for general research use. The collections of this kind of material found in research libraries elsewhere, and their intensive use there, suggest that a definite programme for discovering and preserving this kind of material should be undertaken by the major libraries of this country. When the materials themselves will not be donated (or sold) to a research library, it may be possible to arrange for their microfilming, thus making them available for future Social Science research. The same need exists in the area of the newspaper; the discovery and preservation of the whole range of the Indian press is already an urgent problem—ripe for cooperative action.

### 32 ACQUIRING THE TOOLS OF RESEARCH

A second major role of the library is to equip research workers with the essential tools of research. These tools are primarily of an index character (e.g. *Readers' guide*, *Public affairs information service bulletin*). Another type of tool is the catalogues of governmental and non-governmental agencies which cumulate information on available research materials.<sup>7</sup> These indexes should be available on a comprehensive, up-to-date, and continuing basis—in India no less than in any other country. The development, for instance, of an all-India "union catalogue" of periodicals now available in

this country and kept current would be a major step forward for Social Science research workers. The present rapid expansion of holdings of periodicals in India makes, indeed, such a list an urgent research need. Of course, the growing lists of specialized bibliographies are also essential research tools.

### 33 PROVIDING SERVICES

A third major role for all libraries, including Indian, is in providing various services to research workers. Perhaps the most important is the development of inclusive bibliographies on major topics of interest to either public or private research agencies and to individual scholars. The Indian Council of World Affairs Library is a growing example of bibliographical programming which any specialized research library can develop—if it will undertake this kind of service. Further, the development of bibliographies in India and other Asian countries on all aspects of their economic, social, and political life will have significant value to scholars not only in this, but in other regions of the world. The availability of foreign bibliographical services might well be scanned to insure the presence in India of at least one copy of all general bibliographies soon after they appear.

### 4 What Can Indian Libraries Do ?

This brief review of the need for increasing social science research resources, and of the roles of the library in fulfilling this need, naturally raises the question: What can the libraries do? Some activities have already been suggested. The following list of possible library activities is certainly not exhaustive but may indicate lines of practical action which might be undertaken and which this conference might well review and organize into a draft working programme.

### 41 DEFINING FIELDS OF SPECIALIZATION

Even the largest libraries come sooner or later to the point where they must specialize. In various countries, there is increasing co-operation among research libraries in identifying areas of specialization by individual libraries—in order to avoid competition for rare or expensive items. This type of non-competitive specialization implies, indeed requires, active cooperation among the libraries concerned in order to insure inclusive coverage of a field (e.g. Social



Sciences) among the cooperative group. Acquisition by Indian libraries of the whole spectrum of research resources in the Social Sciences is certainly a desirable objective. It will require this kind of cooperative collaboration if anything like a comprehensive collection for the country is to be obtained within the foreseeable future. The University Grants Commission would provide perhaps the most effective agency for exploring this question and for mobilizing cooperative action.

#### 42 SURVEY OF PRESENT INFORMAL SPECIALIZATION

Would it not be feasible to "poll" the major research libraries (university, governmental, and "institute") and enumerate their existing areas of specialization which have already been established? The Indian Council of World Affairs Library, for instance, has already established a clearly defined area for its future acquisitions. It can, by its origin and organization, become an all-India research resource in international studies. It should be possible, therefore, to focus research interest in this area on the expansion of its research resources to insure in at least one centre in India a collection comparable with the best in any country. The same kind of already identified area of specialization would no doubt be evident in such institutions as the Gokhale Institute of Politics and Economics at Poona and similarly already well-established research agencies in this and other areas of the Social Sciences.

#### 5 Effect of Specialization

A question may be raised at once as to the effect of focussing acquisition and processing in specified areas in one or only a few research libraries within India. Would such a policy starve other libraries and make the use of these materials difficult in regions distant from a particular research library? Several aspects of this question will be discussed below. Here it is perhaps most important to consider the question of policy involved.

#### 51 CORE MATERIALS vs FRINGE MATERIALS

As a long-range policy for India—especially as concerns the administration of university libraries and the stimulation of research in all Indian universities—the question is of immediate interest and concern. It can be argued that greater progress will be made toward

equipping India with *all* Social Science research resources if duplication is avoided to the greatest feasible extent. The word "feasible" is, of course, the crux of the problem: What is actually required for day-to-day staff and student use? As to periodicals and probably also books, a joint analysis by the instructors concerned and the librarian should be able to distinguish between a "core" of essential items and the "fringe" of desirable items in every area of the Social Sciences.

#### 511 Political Science

In political science, for instance, there are now about half a dozen professional periodicals published in the United States alone; one or more periodicals in this field are published in many countries. Although there will be variations in the selection of, say, the four or five most important periodicals (on a world-wide basis) in this field to be acquired by a particular university library, it should be feasible to do so. Acceptance of a limitation on purchasing a more extensive list would be more acceptable, were each university library (and other research libraries) assured that *all* the periodicals in a particular area would be available in India on an inter-library loan basis. Location of the locally acquired periodicals among the libraries of the larger constituent colleges of a university would, indeed, reduce the load on a single library and might even facilitate the expansion of the total range of periodicals in a Social Science area received in a single university centre.

#### 512 Other Subjects

Counting anthropology, economics, geography, history, political science, social psychology, and sociology as the Social Sciences, each university centre would thus have between 30 and 40 periodicals available. Were research workers assured that the "fringe"—amounting to literally hundreds of periodicals<sup>8</sup>—would be available in India, most would, no doubt, accept a local limitation of this scope. As against a more extended, but still highly incomplete, list of periodicals in their own library, the advantages for effective research opportunities within India are obvious.

#### 513 Survey of the Present Holdings

This example is only illustrative. It can be duplicated in all the

Social Science areas. Such a programme would have an important effect in accelerating the acquisition, on an all-India basis, of *all* research resources. Many technical problems would remain, of course, in filling gaps in existing collections of periodicals and in obtaining sets of periodicals not now available anywhere in the country. These problems are, however, essentially administrative in character. It should, for instance, be relatively easy to obtain a consolidated listing by all existing research libraries of their holdings, with indications of gaps and general desiderata. Were a concerted approach to this problem made—perhaps with government aid in obtaining materials needed for a comprehensive coverage of the entire field—it should not take more than a year to collect the data essential for establishing a long-range, cooperative acquisition programme.

#### 52 IN RESPECT OF BOOKS

The same approach can be applied to the acquisition of books. Just as in the case of periodicals, every library requires a "core" of current books and of classics as a part of its ongoing teaching and research programme. Around this core, however, there exists an extensive "fringe" not now available in India, but highly desirable to have on hand, for the more intensive research developments of the immediate future. Again, agreed cooperation between specialized libraries should make possible the allocation of particular areas to particular libraries for inclusive coverage of their areas—to be available for use by research workers in other institutions.

#### 53 IN RESPECT OF PAPERS

As to manuscript and similar "papers", and newspapers, it is probable that specialized research institutions or individual scholars will identify them on some basis of priority, for instance, as essential, desirable, postponable. Their acquisition might well be made the task of a central library institution under government auspices, e.g. the projected National Central Library in Delhi.

#### 54 IN RESPECT OF GOVERNMENT DOCUMENTS

As to documents of government and international agencies, it is probable that their acquisition and processing would be centralized in government libraries in New Delhi. Substantial collections of

foreign official documentation are already available in such libraries as, for instance, the Parliament Library and the Central Secretariat Library. Many governmental libraries similarly contain specialized collections of foreign official materials relating to their immediate research and functional programmes. Gaps in these collections can be filled on a cooperative basis among government agencies—with the collaboration of university and research-institute libraries.

#### 55 MICROFILMS

As to all four of these types of research material, India is in a fortunate position of being able to utilize modern reproducing devices for their more rapid acquisition. Several periodicals from many countries are now on microfilm. The list is rapidly expanding. In the United States, Ph D theses over the past many years are now available from over 50 universities on microfilm. Many collections of European and American "papers" (e g the Vatican Library) have been placed on microfilm. Recently, University Microfilms (Ann Arbor, Michigan) has launched a programme of reproducing copyrighted books, out-of-print, at a nominal cost.<sup>9</sup> Arrangement for microfilming out-of-print books can usually be made in most countries. Thus, India is in a position to obtain *all* research materials available, on a world-wide basis, within the foreseeable future.

#### 56 PHASED PROGRAMME

What is needed here (or in any other country seeking the same objectives) is to organize collaboration among all the research libraries concerned and to develop a phased programme of acquisition, processing, and allocation. The development of such a programme depends in turn upon the willingness to cooperate among these libraries and the government agencies and individual scholars concerned. The details of the programme are primarily the concern of the relevant research institutions. The organization of the programme can no doubt be facilitated—and accelerated—by the creation, through government action or otherwise, of the necessary administrative facilities for developing and implementing its details. The librarians at this conference might well initiate the essential "next steps" in blueprinting such a programme.

## 6 Establishing Inter-Library Loan Services

As already implied, the operation of an all-India acquisition programme involves the development of an effective inter-library loan service. Again, the details of such a programme are essentially the business of the librarians. Once the principle of collaboration in cooperative acquisition is established, the circulation of the materials to interested institutions and scholars, directly or by microfilm, becomes a manageable problem. Obviously, rare (one-copy) materials or editions should not circulate; research workers may need to visit the library concerned or to obtain microfilm copies. The costs and timing of inter-library loan are similarly questions which will need detailed professional determination by librarians. Despite the technical difficulties, however, it should be within their competence to establish an equitable and workable plan for this kind of service.

### 61 UNION CATALOGUE OF PERIODICALS

This question has already been noted. Little needs to be added with respect to union catalogue of periodicals; the technique is well known. In a rapidly expanding library situation, such as that in India, it would probably be useful to organize a union catalogue of periodicals on a periodic basis by issuing frequent supplements. A consolidated union catalogue of periodicals might be considered on a decennial basis.

### 62 UNION CATALOGUE OF BOOKS

Similarly, it would be highly useful were a union catalogue of books maintained at a central place, perhaps the projected National Central Library. Such a catalogue could, in the first instance, be organized on cards, thus making possible easy consultation directly or by correspondence. Ultimately, it might be issued in an abbreviated form indicating author, short title, date of issue, and locations in India.<sup>10</sup>

## 7 Organizing Regional Library Centres

Another facet of cooperative library action lies in a more distant future—but might well be examined now from the point of its feasibility and organization. It is the development of a few major regional library (depository) centres where the “fringe” materials

would be available for inter-library use. Considering the size of the country, the development of regional library centres as the main deposit points for segments of essential research materials seems an appropriate way to meet overall research needs. Travel and other costs involved in their use at a single location would be reduced. Distribution to "retail" locations where research, whether individual or institutional, is underway, would be facilitated.

#### 71 FOUR POSSIBLE REGIONAL CENTRES

The four large cities, Bombay, Calcutta, Delhi and Madras, seem logical regional points for establishing central depositories. They have the added advantage of being themselves major university centres; a large number of colleges, universities, and research institutes in their regions are within easy access. For microfilmed materials, it would be relatively inexpensive to provide an additional three prints in order to equip all the four centres with copies.

#### 72 ADVANTAGES

The organization of regional library centres would have other advantages. First, as individual universities, colleges, and research institutes expand their holdings, they will need additional library space. Overall economy in library construction and storage costs would certainly result in each region, were a regional depository centre established. Furthermore, these centres might easily become—indeed be organized from the start as—central acquisition and processing agencies for the libraries in their region. Economy in books and purchase of periodicals and in their processing on a multiple-order basis, would meet a significant part of the costs of a central unit. It could also accelerate the development of uniform classification systems. Although the goal of a uniform classification may seem unattainable in library work, there is one major programme which can be envisaged in the future: A printed-card service (similar, for instance, to that of the US Library of Congress). Such a service requires, of course, a central organization; it would seem an appropriate initial activity for the projected National Central Library. It would stimulate an important area of uniformity in library cataloguing: an inclusive referencing of books and other items in *all* Indian library catalogues and shelf lists. It would also greatly facilitate library administration by reducing the "overhead"

of professional as well as clerical time in the routine preparation of library catalogue cards. It is greatly to be hoped that a printed-card service will be an early activity of the National Central Library.

### 8 Cooperation across Frontiers

The various ongoing cooperative relations between libraries in different countries might well form the subject of another conference of Indian librarians. Much is already developing through Unesco and other international agencies to facilitate and to broaden inter-library collaboration across frontiers. Without attempting to review in detail this widening field of library activity, one aspect may be noted briefly.

#### 81 NEED FOR INTERNATIONAL COOPERATION

The need for bibliographical and abstracting (perhaps also micro-filming) services on an international basis—in all fields—is widely recognized. Several services of this type are already available for Social Science research; they are by no means comprehensive or inclusive by period, country, or subject. In addition, many research libraries in many countries are producing individual or periodical items, bibliographical and/or abstracting in character. These “tools” would be of even greater use to research workers in many countries (including India), were information about them more widely distributed. In too many cases, this kind of item is either in mimeographed or other “fugitive” form or becomes rapidly out-of-print—and so unavailable to research workers (or libraries) elsewhere.

#### 82 EXAMPLE OF NATURAL SCIENCES

This aspect of inter-library collaboration across frontiers is too broad and too complex to discuss in detail here. Again, it is clearly a major responsibility of the professional librarian—along with his colleagues in the various Social Sciences. The very bulk of research materials now appearing, even in one social science area, makes the task of international collaboration a formidable one. At the purely informational level of bibliographing, to say nothing of the analytical level of abstracting research materials, it may seem mountainous. On the other hand, in the light of the substantial advances made at both levels by the Natural Sciences, is it too much to hope that a concerted attack will be made upon it—in

the no less crucial field of the Social Sciences? In such an effort, Indian libraries can play an important role.

### 9 Conclusion

This paper reflects a layman's view of the library potential in India in 1959. It does not, admittedly, attempt to analyze in detail the many problems implicit in developing some of the suggestions noted above. This is the business of the professional. It does seek to pose at least some of the library issues inherent in the forward march of research in India. In order to equip Indian Social Science scholars, whether in government service, university faculties, or specialized research institutes, with the materials essential for their tasks, the research resources available in India must be increased as rapidly and as widely as possible. The relevant libraries in India can contribute most effectively by expanding these resources co-operatively.

As a slogan—and also an objective—may I suggest: "India should have available *all* the research resources of the world within a decade." The timing may need to be modified; the objective need not be. Whatever the period, the planning essential to the objective, as well as the march of its implementation, is a major challenge to the librarians of India.



## CHAPTER E

# RESEARCH LIBRARIES: A COOPERATIVE APPROACH

B I Trivedi

[The objectives of a research library are outlined. Division of fields and cooperation in dissemination are discussed as forms of inter-library cooperation. Establishment of a central organization is recommended. Suggestions are made for providing the necessary finance]

### 1 Introduction

#### 11 SOURCE MATERIALS

IN GENERAL, the complexities of an educational institution vary as the complexities of the culture of the country. Three centuries ago, Francis Bacon could claim all knowledge to be his province. But today, no one person can aspire to learn all that is to be learnt. The volume of literature is increasing at a much faster rate than it is being digested and used effectively. The super-abundance of literature makes users cry for help—and especially the research workers. Besides the usual sources of information such as encyclopaedias and other reference materials, there are

- 1 Thousands of standard treatises, monographs, and important outlines of subject-fields which are not generally meant for continuous reading;
- 2 Specialized periodicals and serials such as proceedings of associations, year books, bulletins;
- 3 Manuscripts, archival materials, documents of all other kinds;
- 4 Films, available for use as raw materials for scholarly investigation; and
- 5 Government publications—federal, state, local, doctoral dissertations, newspapers, and the occasional publications of various associations.

#### 12 OBJECTIVE OF RESEARCH LIBRARY

One of the objectives of a research library is to acquire, organize, and preserve all the materials falling within its scope. It has

to keep abreast of the progress of the various sciences with which it is concerned. It stands ready to offer to the scholars, unexplored materials from which he could develop new facts and fresh surmises. It is the function of the librarian, if the library is to be effective, to mediate between the research goals of a scholar and the sources that must be discovered, acquired, and placed before the investigator.

### 13 QUANTITY OF LITERATURE

But there has been going on such an enormous and continuous increase in the output of new printed materials that no single institution can afford to cover all that is being published. There are many rare books and back volumes of periodicals which cannot be bought at any price. It has therefore to depend upon the cooperation and generosity of other libraries. "A time is coming—if it is not already here—when no library endeavouring to provide research facilities on even the most generous of scales can consider trying to live for itself alone. It will realize that, adequately to serve its own clientele, it must cooperate with its sister research libraries in the securing, storing, the cataloguing, the borrowing, and the lending of research materials. And this is true whether the 'area' be the entire country, or only a part of it."<sup>11</sup>

### 2. Division of Fields

Cooperation takes many forms, and "Division of Fields" is one of the forms of cooperation between research libraries which endeavour to make the total resources of a group of libraries available to all the members of the group.

### 21 DEFINITION

Every volume added to the library involves it in an additional expenditure on the physical preparation of the book for use, and its storage, on cataloguing, on binding etc, besides the cost of purchase. "Division of Fields" form of cooperation could minimize these problems of growth to a certain degree and also the unnecessary duplication in the purchase of books by the member libraries. A committee representing the research libraries of US headed by Keyes D Metcalf, the former Director of Harvard University Library, made an effort to plan the national division of collecting "fields". Its report emphasized that its proposals were tentative.

It left every library free to specialize or not as it chose, and in whatever field it chose. It left each library free to continue its acquisitions in all other fields so far as it chose. But if it selected to specialize in any one of the fields, it should agree to try to acquire *everything* that was being published in the field.

## 22 DIFFICULTY DUE TO OVERLAPPING

But like the dispersed beam of light, the fields of Social Sciences shade so finely into one another that it might become difficult to allocate one field to one member of the group with a clear-cut definition. For example, if one library offers to specialize on demographic studies and another on economics, it may be hard to decide, which one shall be assigned the demographic studies inter-related with economic factors, such as demographic factors and resources, economic growth, labour force participation, occupation and industries, business fluctuations, and other economic variables. Even a subject like tribal welfare, out of the many in social welfare field, encompasses within its studies latest methods in environmental services like soil conservation, roads, housing, irrigation, forestry, animal-husbandry, agriculture, cooperatives, various crafts, community centres, youth organizations, women's welfare, child welfare, health programmes, education, and legislation. In fact it touches all aspects of human life. How could then any one library be allocated only one field without any overlapping.

## 23 DIFFICULTY DUE TO CURRICULUM

Again, undertaking to cover completely everything currently published in one field is a very heavy commitment which even a university library may find it difficult to fulfil. The holdings of a college or university library are based on the curricular requirements of the institution concerned; but high specialization or overspecialization in one field may affect adversely the library holdings in all its other regular curricular fields. And research may have to be restricted to that overspecialized field only. These difficulties are really too serious and complex standing in the way of "Division of Fields".

## 3 Cooperation in Dissemination

The other form of cooperation is to make accessible centralized

information regarding the acquisition in a special field (if not the entire holdings to begin with) of each of the member libraries in a bibliographically perfect and expertly classified form.

### 31 UNION CATALOGUE

This form called the union catalogue has advantages over the former type of cooperation in that it does not encroach upon the autonomy of the participating libraries; that it gives access to the integrated collection of the cooperating libraries. To quote F Rider again, "to render possible this maximum use, each library must know what is being held in each of the other libraries of the area in terms of the exact books held on a given subject or by a given author in each cooperating library. In other words the area must possess some sort of a union catalogue showing the holdings of all of the cooperating libraries in the area, and one with its entries provided with 'location indicia' showing where the holdings are."<sup>12</sup>

But in this age of "micro card" which combines the micro text of books and the catalogue card for it in one single entity, we might not venture into big schemes that might break against the rocks of finance. A beginning, however, has to be made somewhere and somehow.

### 4 Central Organization

Establishment of a central organization, with specific functions, might become a first concrete step forward towards cooperation. Its functions could be broadly defined as under.

### 41 DEPOSITORY FOR OFFICIAL PUBLICATIONS

Documents issued by various government agencies on a multitude of social problems serve as a source of primary data for the world of scholarship. But these official publications are real headaches for librarians. Experience shows that the catalogues of official publications issued by various governments, from time to time, are inadequate and incomplete tools of information, with the result that there is no way of knowing what has been published—where and when. And when the librarian finally finds out, he learns to his disappointment that a very limited number of copies were printed and no copies are now available. But the central organization, if it could function as a central depository for all the official

publications in the related field, could obviate this difficulty. By a special arrangement it could as well function as a depository for all the publications, in the field, such as those of UN and its Agencies.

#### 42 UNION CATALOGUE OF PERIODICALS

The central organization could very effectively undertake to prepare a union catalogue of Social Science periodicals with the cooperation of the member libraries.

#### 43 DISSEMINATION OF INFORMATION

The central organization could function as an agency for the dissemination of information issued in the form of monthly lists in a bibliographically perfect and expertly classified form regarding the

- 1 Current special-field acquisitions (if not the entire holdings of cooperative libraries, to begin with);
- 2 Current acquisition, of official publications of the Government of India and States, of international agencies like UN and Unesco, and of the other governments, cooperating with it;
- 3 Current acquisition of periodicals by the member libraries;
- 4 Current research projects undertaken by the cooperative agencies etc.

With the necessary financial backing, it could operate as a centre for documentation services in the field.

#### 44 INFORMATION BUREAU

It could also serve as an information bureau and a clearing house for inter-library loans.

#### 5 Finance

If an approach is made to the Ministry of Education, to the Unesco or to the University Grants Commission with concrete plans, finance might not prove a big hurdle.

## CHAPTER F

### UNION CATALOGUE OF PERIODICALS

S Parthasarathy

[Examines the requirements of a union catalogue of Social Science periodicals. Shows the paucity of properly organized research collections. Indicates the procedure for compilation. Enumerates the functions of a union catalogue and the types of arrangement]

#### 1 Introduction

THE compilation of a union catalogue of periodicals in the Social Sciences in Indian libraries is long overdue. This is an important tool for carrying research work in the Social Sciences. But still there is no comprehensive union catalogue of periodicals held in Indian libraries covering these subjects. Recently, the Indian Council of World Affairs Library brought out the *Union list of American periodicals (Social Sciences) in Delhi libraries*, 1958 (mimeographed) on an experimental basis. On the other hand, many union catalogues have been compiled for periodicals in the Natural Sciences. Here is a list of them:

- 1 Asiatic Society of Bengal. *Catalogue of the scientific serial publications in the principal libraries in Calcutta*, comp by Stanely Kemp, 1918.
- 2 Royal Institute of Science (Bombay). *List of scientific periodicals in the Bombay Presidency*, 1931.
- 3 India, Health Services (Directorate-General of—). *Union catalogue of medical periodicals in Indian libraries* (corrected up to 31st Dec 1950), ed by S A Chitale, ed 3, 1952.
- 4 India, Meteorology (—Department). *Catalogue of periodicals in the libraries of the Department*, 1936.
- 5 India, Scientific and Industrial Research (Council of—). *Catalogue of periodicals available in CSIR organisations*, 1955.
- 6 Ranganathan (S R) and others. *Union catalogue of learned periodical publications in South Asia*, V 1, *Physical and biological sciences*, 1953.

The last of the above is on a more comprehensive scale. It was financed jointly by the Unesco, the Government of India, and a number of universities in India, Ceylon, and Indonesia. It was proposed to cover Social Science periodicals in the second volume. But this project did not materialize.

## 2 Periodicals as Source Materials

Research in the Social Sciences, unlike the Natural Sciences, depends to a large extent on printed records. Therefore, periodicals are important source materials. In order to make them available for research work, the compilation of a union catalogue assumes considerable importance.

### 21 PERIOD OF USEFULNESS

In the case of Natural Sciences, the period of usefulness of published literature has been found to vary from subject to subject. For example, it has been reported that the currency of literature in

- 1 Medicine varies between 5 and 10 years;
- 2 Applied sciences between 10 and 20 years;
- 3 Physical sciences up to 30 years; and
- 4 Biological sciences between 50 and 100 years.

On the other hand, in the field of Social Sciences, the currency of published literature extends even beyond 100 years. This may be largely due to the stress on historical approach in Social Science research. To meet this demand, there is need for a considerable backfile of periodical publications for Social Science research.

### 22 NATURE OF PUBLICATIONS

For research in the Natural Sciences, learned periodicals containing original articles are of primary importance. For research in the Social Sciences, not only learned periodicals in the field are necessary, but newspapers also assume considerable importance. This brings out the need for collecting backfiles of newspapers.

### 23 REGIONAL CHARACTER

The literature required for research in scientific fields is seldom of a descriptive variety bearing on specific geographical area.

But the literature required for research in the Social Sciences has to consist also of local descriptive materials. This shows the need for a good collection of serial literature in the Social Sciences, published within a country.

### 3 Development of Periodicals in India

The starting of periodicals in India has been largely due to the enthusiasm and missionary zeal of individual sponsors. Such publications are hardly a paying proposition. As such, the life span of periodicals has been very short. The number of copies printed being limited, many of the periodicals are now out-of-print. The position is still worse in the case of newspapers. In most cases it is difficult to find a complete file. It is not known which material is lying in what library to what degree of completeness. Research scholars on modern Indian history have to spend a considerable amount of their valuable time in trying to locate periodical publications. Therefore, in order to provide an aid for research workers, it is necessary to compile a union catalogue indicating the availability and extent of collections of the periodicals and serials in the Social Sciences.

### 4 Lack of Copyright Collections

Even though copies of all the periodicals and newspapers published in each state were deposited in different government offices in the states, they were intended primarily for censorship and not for preservation for posterity. Some of these publications were presumably destroyed periodically. The lack of a National Central Library or even State Central Libraries, prior to independence, has made the task of knowing what has been published earlier in the country difficult indeed. Even if the titles are known, it is no less difficult to locate the backfiles of many of these periodicals. But these periodicals are of primary importance to research in the Social Sciences.

### 5 Number of Periodicals Published

The number of periodicals published in the Social Sciences is considerably greater than what is published in the Natural Sciences. It is almost ten times more. Therefore, it is more difficult to secure comprehensiveness in the collection of Social Science periodicals at one place. Hence it is necessary to know what is held by the



various libraries. Perhaps we may have to go even to private collections for locating some of the periodicals. Therefore the task of compiling a union catalogue of periodicals in the Social Sciences is more difficult than in the Natural Sciences.

### 6 Procedure for Compilation

The work of the compilation of a union catalogue has to be taken up by an organization or an institution which can employ technical personnel as well as provide finances for this purpose. Financial support for such a project has to come from government departments and participating institutions. The time lag between compilation and publication of the union catalogue should be as short as possible. Facilities should be provided for maintaining the union catalogue in card-form up-to-date by receiving regularly the supplementary returns from the participating libraries.

#### 61 LIST OF LIBRARIES

As a first step, a list of libraries likely to participate has to be drawn up. Circular letters requesting list of holdings should be addressed to university libraries, public libraries, libraries of research institutes, government departmental libraries, and private libraries. The information required for each periodical like title, sponsoring body, year of commencement, cumulative index, volumes held by the library with their corresponding years, and indication of gaps in the holdings as well as incomplete volumes, should be indicated by a sample entry. This would enable getting returns in a uniform style. A distinguishing library symbol should be assigned to each of the participating libraries. A helpful scheme has been worked out in the *Classified catalogue code*.<sup>13</sup> It is based on the principle of geographical contiguity and within it, by the type of library and the subject of specialization.

#### 62 PROCESSING THE RETURNS

Once the returns are received from the various libraries, the information regarding each periodical should be typed on separate slips. Each slip should give the holdings and the appropriate library symbol. The holdings of different libraries, thus reduced on slips, should be arranged in one sequence for consolidation. At this stage, all discrepancies due to incomplete information should be resolved.

### 63 ARRANGEMENT OF ENTRIES

The entries in a union catalogue can be arranged in any one of the following sequences:

- 1 Purely alphabetical arrangement;
- 2 Alphabetical arrangement of main entries with a classified index by subject; and
- 3 Classified arrangement of main entries with an alphabetical index.

The type of catalogue selected will depend upon the purposes to be served. The rules for the compilation of a union catalogue in a classified form are given in the *Classified catalogue code*.<sup>14</sup>

### 7 Functions of Union Catalogue

The functions of a union catalogue are to

- 1 Indicate the availability of a periodical if the title is known, or the name of the sponsoring body is known, or the subject covered by the periodical is known;
- 2 Facilitate expeditious inter-library loan by indicating the location on the basis of geographical contiguity;
- 3 Help libraries to avoid unnecessary duplication of periodicals that are available in neighbouring libraries;
- 4 Indicate all the changes in the career of a periodical; and
- 5 Show the richness of collections in the various subject fields.

The last one is an important criterion for Social Science periodicals. This can be achieved only by a classified catalogue. This would highlight the strong and weak spots in the subject coverage of periodicals available within a selected geographical area. This would also facilitate cooperation among participating libraries in subject specialization.

### 8 Alphabetical vs Classified Arrangement

The pros and cons of alphabetical arrangement as well as classified arrangement of main entries for a union catalogue are discussed in detail by Ranganathan.<sup>15</sup> Some of the features of the two types of arrangement are given below:

<i>Features</i>	<i>Alphabetical arrangement</i>	<i>Classified arrangement</i>
1 Structure	Unipartite	Bipartite
2 Main entries	Under title or sponsoring body	Under class number
21 Change of title	Affects location	No effect on location
22 Change of sponsoring body	Affects location	No effect on location
23 Transliteration of titles in other languages	Poses a problem in location	No effect on location
3 Amalgamation or splitting	Affects location	Shown together under the same class number
4 Change in subject by amalgamation or splitting	Affects location only when change in name	Affects location
5 Indicating richness of collections in subject fields	Not possible	Maximum satisfaction
6 Number of steps in locating by title	One step in about 50 percent Two steps in about 30 per cent due to cross reference entries	Two steps in most cases Generally location through alphabetical part

### 9 Conclusion

There is a great need for a union catalogue of periodical publications in the Social Sciences available in Indian libraries. It will be an important tool for the research workers. To meet our present requirements it is desirable that the union catalogue should serve not only as a finding list but also the other functions enumerated in section 7. This can be best achieved by compiling the catalogue in a classified form, consisting of a minutely classified main part, with an alphabetical index of titles, sponsors, and class index entries.

## CHAPTER G

### OFFICIAL PUBLICATIONS AND RESEARCH

Girja Kumar

[The scope of coverage, quality and quantity of official publications are reviewed. Defines a government document. Suggests tools for book-selection. Problems in acquisition of unpriced publications are discussed. Recommends more extensive international exchange arrangements; the establishment of central distribution agencies, and a net-work of depository libraries. Recommends avoidance of complete processing of the majority of official publications. Arrangement by code numbers and by library classification are compared. Outlines India's current needs and makes recommendations for future. Calls for work at the international level]

#### 0 Introduction

GOVERNMENT publications have been the most important source of information on every phase of human activity for the past many centuries. They are mostly statistical and factual in nature. They are the only extant source materials available for earlier periods in several fields of human knowledge. Doubts may be expressed about reliability, authenticity, and objectivity of some official publications, especially those of a controversial nature, relating to internal political situations and external affairs. But happily this situation is an exception rather than a rule. Further, any research scholar can normally find out the truth by checking other source materials. Even Karl Marx, sworn enemy of the established system, relied heavily upon the blue books in the British Museum for his prolific and epoch-making research. It is no exaggeration to say that a great deal of human history—political, economic and social—may have to be substantially revised by proper and thorough study of government archives and publications. We shall, however, restrict our present discussion to government publications and exclude unpublished archives from our purview.

#### 1 Subject Coverage

The sphere of activity of the state has expanded considerably in recent years. While it has become all-comprehending in one-third

of the world, the concept of the Welfare State has also been increasingly accepted in one form or another in the rest of the globe. This is directly reflected in the amount of official literature produced, which has expanded considerably both in scope and in quantity. A cursory glance at any catalogue of official publications shows that not many subjects lie outside the range of official publications.

### 11 QUALITY

While some official publications may leave much to be desired in the matter of their quality, yet most are extremely valuable tools for research comparable with monographic publications on the subject. The whole story of the welfare policies in the United Kingdom can be traced accurately from the Beveridge Plan down to the present day in white papers, committee reports, and parliamentary debates of that country. Coming nearer home, to take one year, say 1957, there are few books published in India to match the data and perspective provided by the reports of the Plantation Enquiry Commission, Language Commission, Finance Commission, Food Grains Enquiry Committee, Indian Delegation to China on Agrarian Cooperatives, and the Commissioner for Scheduled Castes and Scheduled Tribes. Even a casual analysis of the material published regularly in official gazettes of various countries would yield very valuable information. They have been found to contain, among other things, the following data:

- |   |   |
|---|---|
| 1 Catalogue of publications;                          | 6 Tariffs;  |
| 2 Education;  | 7 Bank returns;   |
| 3 Meteorological observations;                        | 8 Finance;  |
| 4 Acts and proceedings of Parliament;                 | 9 Public debt; and                                      |
| 5 Vital, labour, industrial, agricultural statistics; | 10 Balance sheets of public corporations. <sup>16</sup> |

### 12 QUANTITY

It may be useful at this stage to provide some statistical data collected at random. The quarterly production of official publications (central and state) as listed in the first issue of the *Indian*

*national bibliography* is 480. There are about 250 periodicals sponsored by the various Ministries of the Government of India. "In 1887 it was estimated that the number of books and papers published by the British Government then on sale and excluding Acts of Parliament would be understated at 200,000; in 1950 400,000 would be an understatement. And the number is being added at the rate of about 4,000 titles annually."<sup>17</sup> The *Monthly catalog of United States government publications* lists 18,118 publications brought out by federal agencies during 1957. On the whole, the quantity of output of official publications is matched by the quality of their content.

## 2 Definition

No absolutely watertight definition of a government publication is possible because of the

- 1 Enormous amount of literature produced;
- 2 Variety of issuing agencies including semi-autonomous bodies; and
- 3 Multifarious methods employed in their reproduction including duplicating processes.

We may, however, accept for our purpose the following definition in an enumeration contained in the *Convention concerning the exchange of official publications and government documents between states* and accepted by the General Conference of the Unesco at its tenth session:

The following are considered official publications and government documents when they are executed by the order and at the expense of any national governmental authority: parliamentary documents, reports and journals and other legislative papers; administrative publications and reports from central, federal and regional governmental bodies; national bibliographies, State handbooks, bodies of law, decisions of the Courts of Justice; and other publications as may be agreed.<sup>18</sup>

The whole range of official publications may be distinguished into certain widely different types:

- |                          |   |
|--------------------------|---|
| 1 Administrative         | Official gazette, and administrative and <i>ad hoc</i> reports                                    |
| 2 Legislative            | Resolutions, minutes, proceedings, bills, laws, codes and reports of committees                   |
| 3 Judicial               | Judgments, decisions, rulings, awards and reports   |
| 4 Technical and Research | Scientific monographs, periodicals, maps, charts, year books, directories, films, and catalogues. |

### 3 Tools for Selections

Official publications are very often more difficult to obtain than materials published and distributed by commercial firms. Such publications are associated in the public mind as primarily of administrative nature and of little value for intellectual needs. The sponsoring agencies of most official publications do not seem to be interested in the commercial aspect of distribution and have no stake in producing them at a profit. In addition, satisfactory bibliographical tools are not always available. Further, there may or may not be a central distribution agency. All these factors reduce interest among potential users and make the task of libraries in acquiring them more difficult.

### 31 NATIONAL BIBLIOGRAPHY

The first prerequisite for a satisfactory service of tools for selection is the availability of a national bibliography. But it has been found from experience that several national bibliographies, like the *British national bibliography*, exclude at least a certain proportion of official publications from their purview. The reasons adduced are: the great bulk; problems in cataloguing; and the ephemeral nature of many publications. It is much more convenient to use separate catalogues of official publications for book-selection than the national bibliographies.

### 32 GOVERNMENT'S CATALOGUES

The Unesco publication *A study of current bibliographies of national official publications* has made an interesting study of bibliographical tools available in different countries and comments

sadly on their absence in many cases. Normally, government printing offices issue periodical catalogues of official publications available through them. It is to be noted, however, that in many countries, various ministries and departments undertake to distribute many of their own publications directly (mostly issued free) and such publications are often not indicated in the catalogues issued by the government printer. India's *Catalogue of civil publications* is an example of this kind. Thus, one may not become aware of the existence of many significant publications for a long time because of lack of bibliographical tools. It is no exaggeration to say that the free official publications are harder to come by than the priced ones. The former are printed in a limited number and get exhausted quickly. The *Monthly catalog of United States publications* has partly solved this problem by listing all the official publications whether the Superintendent of Documents is responsible for their distribution or not.

### 33 CATALOGUE OF OUT-OF-PRINT MATERIALS

The position is more difficult in respect of old than of current materials. Official publications are liable to go out-of-print very early, with little hope of their reprinting. Further complexities are added to the problem because of the absence of bibliographical tools, especially about countries where no regular national bibliographies or catalogues of official publications exist. The Government of Burma brings out annually the *Catalogue of books in stock at the Union Government Book Depot, Rangoon*. The Unesco should be able to persuade its member countries to emulate the example of Burma. It is not practical, of course, in respect of countries like the US and UK which bring out too many publications. It is more useful to publish periodically sectional lists of the publications in stock of the different departments. Examples can be found among the several lists being published by the HM Stationery Office.

## 4 Acquisition

### 41 UNPRICED PUBLICATIONS

The unpriced publications are more difficult to obtain than the priced ones. This can be illustrated by the example of the



United States. It is well nigh impossible for libraries outside the United States to obtain copies of hearings before the Congressional Committees. The unpriced hearings cannot be obtained because

- 1 Booksellers do not handle publications of non-commercial value;
- 2 Government printer is not authorized to handle such materials; and
- 3 Congress has not sanctioned funds to Congressional Committees for foreign postage.

For instance, there is no way open to non-depository Indian libraries for obtaining the significant hearings on the Eisenhower Doctrine in the Middle East entitled *The President's proposal on the Middle East: Hearings before the Committee on Armed Services, US Senate*.

#### 42 CENTRAL DISTRIBUTING AGENCY

A great many problems facing librarians can be solved by centralizing the sale of official publications, independent of the sponsoring agency responsible for their publication. Similar provision should be made for the distribution of unpriced publications, if necessary at a small charge. Perhaps the Unesco can play a useful role in disseminating knowledge about significant official publications from the various countries by establishing an international distribution agency for the sale of such publications. They may at least consider the issue in the immediate future of a catalogue of selected official publications of world coverage for the information of libraries on a regular basis.

#### 43 INTERNATIONAL EXCHANGE

As regards foreign government publications, there is need for more intercommunication between national libraries. Unesco can certainly expedite the process, now that the ball has been set rolling by many countries, including India, by bilateral agreement for international exchange of publications. Exchange of publications at the international level should be an integral part of the international cultural programme. Practical difficulties, mostly due to red-tape, in the smooth working of international exchange

arrangements should not be discounted. The Library of Congress, which is entitled to Indian official publications by an international agreement, has found that "the best sources of government publications both central and state [in India] are a few retailers, particularly in Delhi".<sup>19</sup> Another method of assuring a regular supply of official publications is to establish exchange arrangements to explore the possibilities of obtaining them free by arrangement with individual agencies.

### 5 Depository Libraries

The depository libraries receive a part or all of the publications of the government free of cost on a regular basis. They render an invaluable service by maintaining such publications on a permanent basis and making them available for reference to interested persons. In this country only four central libraries have been designated by law as depositories for the central government publications. On the other hand, there are about 500 depository libraries in the United States for federal publications. The American depository libraries (nearly 100 are full depositories) are spread throughout the country. It would be good for the Government of India to follow the American example as soon as possible.

### 6 Organization of the Materials

#### 61 AVOIDANCE OF PROCESSING

It is a good principle for all libraries to have centralized control of their holdings through a unified catalogue. In actual practice, this rule is difficult to implement, especially in the field of government publications, on account of their sheer quantity. Hardly any library in the world has the necessary resources to process fully all their holdings of this kind. The problems facing Indian libraries are much more acute than elsewhere, on account of their limited resources and smaller staff. In the circumstances, the advantages of segregating official publications in a separate sequence are several. It means:

- 1 Saving in cost of processing and binding;
- 2 Immediate availability of publications to readers due to their minimum processing; and

### 3 Direct service by a specialized staff.

It is desirable to transfer periodical publications, especially periodicals, to the periodicals section; these items should be fully processed only after they are no longer current.

### 62 EXCEPTION

It is not a sound principle, however, to segregate each and every official publication from the rest of the general collection. Monographs, commission or committee reports, and other publications having permanent value and of frequent use should be treated like ordinary books and fully processed like them. It is also necessary to have a centralized control to provide information about the location of various official publications, preferably in the separate section responsible for official publications. It should be useful to know immediately whether any particular publication is in the general collection, periodicals section, or the government publications section. This can easily be done by indicating the "sequence" against each item in the printed catalogue of official publications.

### 63 ARRANGEMENT BY COUNTRY

The documents in the government publications section ought to be arranged by the country of origin. The collection should be placed under a special staff responsible for limited processing and reference, with limited access to research scholars. The staff concerned should be fully conversant with the use of the relevant bibliographical tools.

### 64 ARRANGEMENT BY CODE NUMBERS

The line of least resistance in respect of arranging official publications as a separate unit in the library is to follow the sequence in the official catalogues. For instance, the *Monthly catalog* of US has devised a satisfactory arrangement for classification of departmental publications by following the classification scheme used in the library of the Division of Public Documents. It is first, by department; second, by division; third, by series; and last, by book number: e.g. *Progress in home demonstration work, 1910-56*, published by US Federal Service, Agriculture Department. A43.4: 516. The symbols mean:

A = US Department of Agriculture

A43 = Federal Extension Service, Agriculture Department

A43.4 = Extension Service Circular

A43.4:516 = Extension Service Circular number 516

This is a fairly workable scheme for arranging official documents. It is comparable to the scheme devised for the United Nations documents. The arrangement by alphabet (see example above) is the usual practice in printed official catalogues and the *Monthly catalog* is no exception. In addition, they have been numbered consecutively in the *Monthly catalog*, beginning with the volumes of the 15th Congress.

#### 65 ARRANGEMENT BY LIBRARY CLASSIFICATION

The arrangement of official documents of each country by the usual schemes of library classification but without cataloguing individual documents may, however, have certain advantages over the previous arrangement. Firstly, it makes the arrangement automatic, independent of the availability of a printed catalogue for a particular country. Secondly, it makes the arrangement filiatory. For example, it does not lump together the Agriculture and the Air Departments, and thus scattering allied topics like air and naval warfare because of the accident of alphabet. Lastly, it is possible to indicate by a general entry in the library catalogue the availability of publications on a specific subject in government publications section. Example (entry for official publications on US foreign policy in Classified Part):

V73:19

*Several official documents which are not fully processed are available for reference in the Government Publication Department. They can be made available to readers on request.*

#### 651 Heterogeneous Department

The only disadvantage in such an arrangement is that publications of a department get scattered at different places. Since a reader seldom approaches his subject in this manner (except when studying the history and the organization of a department),

it would not be a difficult problem to tackle. Such a reader may be asked to refer to printed catalogues of official publications, which, usually, arrange publications by the department of origin. However, these are tentative ideas, thrown as a result of our limited but direct experience, which are being continuously tested in practice.

#### 66 PUBLISHED INDEX

Several official catalogues like the *Documents index* of the UN, *Monthly catalog* of the US and the British *Government publications: Monthly list* provide excellent indices which are much more detailed than any printed library catalogue. It becomes tedious, however, to consult them, without up-to-date cumulative indices. The *Catalog of the public documents of Congress and of all departments of the US 1893-1940* (more familiarly known as *Documents catalog*), a comprehensive index to all US federal government publications in the dictionary catalogue form, is a very valuable cumulation of this type. This cumulation is an exception rather than the rule in respect of other countries. India's *Catalogue of civil publications*, without any subject index, is an example at the other extreme. Such bibliographical tools are very time-consuming and involve great strain on the reference staff and limit the demand for official publications.

#### 7 Position in India

##### 71 THE PAST

We have not much of a tradition of advanced research in the Social Sciences, in the true sense of the term. This has been due to the following causes:

- 1 We have not been giving much weight in the past to the historical approach;
- 2 There has been a general neglect of research in the Social Sciences all the world over; and
- 3 There has been little incentive for research in any field during the last few centuries of our political status.

##### 72 THE PRESENT TREND

But the situation has changed positively in recent years. This

is evidenced by the statistics of enrolment for the degree of Doctor of Philosophy at the various Indian universities. Impetus has also been given to research by the recent establishment of research institutions like the Indian School of International Studies and the Indian Institute of Public Administration and the further development of the older institutions like the Delhi School of Economics, the Indian Statistical Institute, and the Gokhale Institute of Politics and Economics. Through its Research Programme Committee, the Planning Commission has also sponsored several important economic and social studies. Further, government departments are themselves conducting a considerable research of their own. There is, therefore, an urgent need for our libraries to discuss and plan a phased programme of acquisition, among others, of selected foreign government publications.

### 73 REQUIREMENTS OF THE FUTURE

Far from looking towards a solution to the problem of handling official publications, Indian libraries have not even made a start. The foremost prerequisite is the coming into being of the National Central Library. It should be a full depository of official publications from foreign governments under mutual exchange arrangements made through international agreements. The *Indian national bibliography* has taken a welcome step forward in covering official publications. But this is not sufficient. There should be separate catalogues of official publications at all-India and state levels. These should be produced by the controller of publications of all the governments, as a regular trade catalogue.

### 74 COOPERATIVE ACQUISITION

There is an urgent need for the planning of cooperative acquisition of foreign government publications among research, university, and state libraries in India. As a matter of fact, this should form a subject of discussion at the next annual meeting of the Indian Association of Special Libraries and Information Centres.

### 75 PAKISTAN PUBLICATIONS

To give an example, there is no reason why at least one library each at Calcutta and Chandigarh should not specialize in acquiring official publications of East Pakistan and West Pakistan respectively

on a regular basis. Similar reasons can be adduced for many other areas of the world—a few of them being our increasing involvement in world affairs and the growing community of interest in international, economic, and social experience.

#### 76 SOLICITING GIFT AND EXCHANGE

Stress should be laid on selective acquisition in the first instance. There is a great scope for acquisition of official publications from departmental and national libraries of foreign countries by gift or exchange. One is always pleasantly surprised at the quantum of research materials made available through these means and at little cost to the receiving libraries.

#### 8 Work on International Plane

There are several things which can be accomplished at the international level, and which will help indirectly in facilitating solution of problems facing Indian libraries in the handling of official publications. It may be too early to start a new library periodical devoted to the history, bibliography, and processing of publications of government and international organizations. But there is an urgent need for spotlighting such problems at least through a year-book. The *List of the serial publications of foreign governments, 1815-1931*, ed by Winifred Gregory, 1932 (a union list of periodical publications available in American libraries), needs to be revised immediately. The revised edition should be expanded into an exhaustive bibliography of governmental periodical publications of world coverage arranged in a classified sequence and provided with an alphabetical index.

## CHAPTER H

### ORGANIZATION AND HANDLING OF UN PUBLICATIONS

B C Tewari

[Emphasizes the value of UN documents in research. Compares them with League of Nations publications. Deals with official and mimeographed documents and other printed publications. Defines categories of documents. Discusses structure and arrangement of Sales Number series, periodical publications, and mimeographed documents. Describes reference guides and research tools. Reviews problems in non-depository libraries]

#### 1 Introduction

It is generally accepted that, for the study and research of post-war problems in the various fields of Social Sciences, UN documents are essential source materials. They are more so in the field of international relations, international organization, and international law and economics than in the other branches of Social Sciences. In Appendix 1 documents issued in a single month and listed in the *United Nations documents index*, July 1958, have been subjected to analysis based on their subject matter. It indicates both the variety and the significance of UN documents. A knowledge of the same is essential for a librarian to enable him to acquire, process, and handle UN documents, and to serve them to scholars and students. This paper is based on the experience gathered while working in the Indian Council of World Affairs Library. It is a depository library for UN documents.

#### 11 UN vs LEAGUE OF NATIONS

There are certain common features in the documents of the League of Nations and of the UN. These can be traced to some similarity in the aims and the constitutional structure of these two organizations. However, the working of the UN on a wider scale has resulted in its having a comparatively greater impact on scholars and students. Perhaps this realization has led the UN to make most of its documents available to scholars through a network of 233 depository libraries. However, documents of the restricted category



and administrative papers are not sent to the depository libraries. The UN has 95 sales agents distributed throughout the world. Appendix 2 gives a list of the depositories and the sales agents in India. The League had not made comparable arrangements. The facilities for acquisition of the League's documents were limited to those which were placed in the category of "public sale" documents. Documents other than these were "circulated exclusively to members of the League and to a few depository libraries".<sup>20</sup> As a result, very few libraries, other than those of foreign offices, have complete sets of League of Nations publications.<sup>21</sup>

## 12 MATERIALS CONSIDERED

In this study an attempt is made to explain the problem of dealing with official and mimeographed documents and other printed publications of the General Assembly, the Security Council, the Economic and Social Council, the Trusteeship Council, the Atomic Energy Commission (January 1946—January 1952), the Disarmament Commission, and the Secretariat. The documents of the International Court of Justice (ICJ) are left out in this paper, because (though the Court is one of the main organs of the UN) the Court publishes and distributes its documents directly from its headquarters at the Hague. Its publications comprise:

- 1 Reports of judgements, advisory opinions, and orders (ICJ Reports);
- 2 Pleadings, oral arguments, documents (ICJ Pleadings);
- 3 Yearbook, 1946-47—(Provides general information concerning its organization, jurisdiction and activities; also contains a valuable bibliography which is also reprinted separately); and
- 4 Index to ICJ Reports issued at the end of each year.

In the depository libraries specializing in the fields of international relations, international organization, and international law, it is better to merge ICJ publications in the general collections, while in other libraries a separate sequence of these publications may be maintained.

The quantity, symbols, and various categories of UN documents confound the uninitiated, especially those who are not aware of

the structure and the working of the UN. On this account, non-depository libraries, in acquiring or handling these documents, are also put to great difficulty. An additional psychological factor in the case of depository libraries is that, since these documents and publications are received free of charge, "Librarians do not take so much trouble over them as they would if they were obliged to pay for them." 22

## 2 Categories of Documents

Documents issued by the above-mentioned organs of UN and its subsidiary bodies can be divided into the following categories:

- 1 Official records;
- 2 Sales Number series;
- 3 Periodical publications; and
- 4 Mimeographed documents.

## 3 Official Records

### 31 VERBATIM OR SUMMARY RECORDS

Verbatim or summary records of meetings are known as *Official records*. Records of the General Assembly, for example, contain for each session verbatim records of plenary meetings and summary records of meetings of its main committees. The Security Council has verbatim records for each meeting. The Economic and Social Council maintains summary records of each session.

### 32 SUPPLEMENTS

*Supplements* to verbatim or summary records contain reports submitted to each of the UN bodies mentioned above, along with the resolutions adopted during the session. It may be added that, in the case of the Security Council, documents giving background information are also published as *Supplements*.

### 33 ANNEXES

*Annexes* generally contain draft resolutions, amendments, and reports. The *Annexes* are numbered according to the items of the agenda of the body concerned.

## 34 ARRANGEMENT

The arrangement of the *Official records* is easy. In terms of quantity, the number of *Official records* is smaller when compared with the mimeographed documents. For example, out of 4,171 entries in the *United Nations documents index* between January and July 1958, the entries of *Official records* are only 45. As for the arrangement of these *Records*, the only suitable method is to bind and arrange them on shelves according to the sequence given in the printed catalogue issued by UN. As a result, the documents of each session of the various organs will be grouped together.

## 4 Sales Number Series

Sales Number series consists of the studies and reports of the Secretariat. Periodical publications, which can be obtained by annual subscription, and the Treaty series do not bear Sales Number. Each of the publications in the Sales Number series bears a Sales Number. It is printed on the back of the title page. These reports and studies have been divided into seventeen categories. Each such category is indicated by a Roman numeral in the Sales Number.

## 41 STRUCTURE OF SALES NUMBER

The Sales Number consists of the year of publication followed by the number of the series in Roman numerals and then the serial number of the publication in Indo-Arabic numerals. Appendix 3 contains the subject division represented by Roman numerals in publications bearing Sales Numbers. It also gives the total number of publications published up to June 1958 under each subject. It may be added that some of the seventeen categories have been further subdivided. Their subdivisions are indicated by Roman capitals put after the Roman numerals denoting the category of the series. For example, 1949. II. F. 1 is the Sales Number of *Economic survey of Asia and the Far East*, 1948. Here is an interpretation of the Sales Number:

- 1949 = Year of publication
- II = Economics and Finance
- F = Asia and the Far East
- 1 = Serial number of the publication

## 42 ARRANGEMENT

The problem of arranging the publications with Sales Number will vary with the requirements of each library. For example, a library specializing in international relations may merge in its main collection all the publications of the Sales Number series bearing on that subject. This will be helpful to readers. The remaining publications may be arranged separately in the sequence of the Roman numerals in the Sales Number. If this method is followed, special precautions are necessary. Readers should be helped by the insertion of the call number of each publication merged in the main collection against its entry in the UN catalogue.

One should remember in this connection that most of the documents printed as *Official records* or as Sales Number publications first appear in the mimeographed form. At that stage, they only bear document symbols as mimeographed documents. Later, when the same documents are republished as *Official records* or as Sales Number publications, they bear symbols different from those of the mimeographed documents. However, along with the new symbols the two categories of documents also carry the document symbols of the original mimeographed documents. To avoid confusion, which may result on account of printing two different document symbols on the same document, the document symbol of the mimeographed document is printed at a less prominent place and in small type in the *Official record* or in a Sales Number publication. In arranging documents printed as *Official records* or as Sales Number publications, the document symbols of the mimeographed documents appearing in them should be ignored.

## 5 Periodical Publications

At least 26 periodical publications are received in the depository libraries. Among those useful as reference and bibliographical aids on the latest topics are the *United Nations review* and the *United Nations documents index*. The three economic *Bulletins* (for Asia and the Far East, Europe, and Latin America) contain articles on various current subjects relating to the economies of these regions.

The periodical publications do not create any problems. They can be treated like other periodicals. The titles and subscription rates of periodicals are given each year in the February issue of *United Nations documents index*.<sup>23</sup>

## 6 Mimeographed Documents

Appendix 4 gives an analysis of different categories of documents issued by the main organs of the UN during twelve months and which are listed in the *United Nations documents index*, 1957. It will be noted that out of a total of 7,021 entries in the *Index*, 5,642 entries consist of mimeographed documents, 1,227 entries consist of *Official records* and other printed publications. Out of the 5,642 mimeographed documents issued by the main organs, those issued by the Economic and Social Council comprise a total of 1,952 documents. The reason for this is that the documents of the Economic and Social Council include those of its own committees and sub-committees, its four regional economic commissions, nine functional commissions, one sub-commission, and also the documents of several international conferences convened under its auspices. This explains why one is simply overwhelmed on seeing for the first time mimeographed documents of the last thirteen years.

### 61 FIRST APPEARANCE OF DOCUMENTS

As mentioned earlier, reports, records of meetings, and other documents discussed by the main organs of the UN including Secretariat studies make their first appearance in mimeographed form. At a later stage, most of these items are issued in final edited form as the *Official records* or as Secretariat publications with a Sales Number. On the other hand, the bulk of the mimeographed documents remain unprinted. This is particularly so in the case of the mimeographed documents of subsidiary bodies. This situation does not, of course, minimize their importance as UN documents.

### 62 DOCUMENT SYMBOL

The first block of Roman capital(s) occurring in document symbols generally denote the main organ. They are as follows:

A	General Assembly	E	Economic and Social
AEC	Atomic Energy Commission		Council
		S	Security Council
DC	Disarmament Commission	ST	Secretariat
		T	Trusteeship Council

The second block of Roman capital(s) denotes a sub-organ of the main organ. This is separated from the first block by a slant line. Here are examples:

/AC.	<i>Ad hoc</i> Committee	/CN.	Commission
/C.	Committee	/SC. or /SUB.	Sub-committee or Sub-commission

There may also be a third block of Roman capital(s). The following are examples of the interpretation of combinations of blocks of digits:

A/AC.	<i>Ad hoc</i> Committee of the General Assembly
A/AC./SC.	Sub-committee or Sub-commission of an <i>Ad hoc</i> Committee of the General Assembly
DC/C.	Committee of the Disarmament Commission
E/CN.	Commission of the Economic and Social Council
E/CN./SUB.	Sub-commission of a Commission of the Economic and Social Council

The various bodies sharing the same block(s) of Roman capital(s) are individualized by the addition of an Indo-Arabic numeral to the block(s). Examples:

A/AC.17	Special Committee on the Information Transmitted under Article 73(e) of the Charter
A/AC.32	United Nations Commission in Libya
A/CN.4	International Law Commission
DC/C.1	First Committee of the Disarmament Commission
E/CN.4	Commission of Human Rights
E/CN.4/SUB.1	Sub-commission on Freedom of Information and of the Press
E/CN.11	Economic Commission for Asia and the Far East

The block(s) of Roman capital(s) following the Indo-Arabic

numeral(s), in some cases, denote the -sphere of activity. For example:

A/AC.32/TRIB	UN Tribunal in Libya
E/CN.11/I & T	ECAFE's Committee on Industry and Trade
E/CN.11/STAT/Conf.2	ECAFE's Second Regional Conference of Statisticians

A detailed explanation of the scheme of UN symbols is given in the *United Nations document series symbols*, publication 5 in the "United Nations Headquarters Library, bibliographical series". This was published in 1955 with the number ST/LIB/SER.B/5. In this publication, document series symbols are arranged in the second column in an alphabetical sequence. In the first column, the years during which each document series began and ended are shown. Series which are still current are indicated by a dash. The third column indicates the organ issuing the document series or the title series. A perusal of the various lists issued by the Secretariat between the years 1948 and 1954, in the "Document index notes series" (ST/LIB/SER.D) will also be useful for understanding the scheme of UN symbols.

### 63 ARRANGEMENT

For convenience, the first block of Roman capital(s) in a document symbol will be taken to denote a series. Subsequent block(s) of those digits which denote a sub-organ will be taken to denote a subseries. The last Arabic numeral of a document symbol will be called Serial Number. Mimeographed documents can best be arranged in the alphabetical sequence of the series symbols. The alphabetical sequence should also be followed in the case of subseries. Where both Roman capital(s) and numerals are used to denote a subseries, alphabetical-numerical sequence should be followed. Examples of the sequence of the five main series and their subseries are given below:

A/	E/	S/
A/AC.17	E/AC.6	S/AC.4
A/AC.32	E/AC.32	S/AC.4/SC.7

A/AC.32/SUB	E/AC.31/TRIB	S/AC.10
A/C.2	E/CN.11	S/AC.10/CONF.1
A/C.2 & 3	E/CN.11/I & T	S/C.1
ST/	T/	
ST/DPI	T/AC.1	
ST/DPI/SER.D	T/C.1	
ST/DPI/SER.E	T/COM.3	
ST/ECAFE	T/PET	
ST/LIB		

Within a series or a subseries, all documents belonging to it should be arranged by the serial number of each document. It is convenient to arrange mimeographed documents in vertical files.

#### 64 TRANSFER TO MAIN COLLECTION

As in publications with a Sales Number, certain types of mimeographed documents, such as reports, working papers, studies of main organs or their subsidiary bodies, or reference aids brought out by the Secretariat, can be taken out from the UN sequence and placed along with the main collections in the library along with their related subjects.

#### 65 WEEDING OUT

As mentioned earlier, the growth of the mimeographed documents each year raises the problem of shelf-space and expenditure in this behalf. Weeding out those documents, which are later printed as *Official records* or as Sales Number publications, may partly help in reducing this problem. *Official records* and Sales Number publications taken together comprise between 30 and 40 per cent of all mimeographed documents. Instructions for discarding such mimeographed documents have been given in a document recently brought out by the UN. It is entitled *Suggestions for filing, discarding, and binding of United Nations material*. It was printed on 24 July 1958 with the number ST/LIB/6.

#### 66 BINDING

In the case of the remaining mimeographed documents, as soon as a series or a subseries is completed, all their documents may



be bound in one or more volumes. The document referred to in section 65 above suggests that the mimeographed documents may be bound seriatim into volumes of convenient size. It is also recommended that "divisions between volumes be made between sessions of the organ of issue, or between years in the case of series not related to sessions".

#### 67 REGISTRATION

The receipt of the mimeographed documents should be registered in a card. There should be a separate card for each series. The first line of the card should contain the part of the documentation symbol denoting the series or the subseries as defined in section 63. It should have three columns. The first column should give the serial number of the document. The second column should give the date of receipt. The third column should give information about its printed edition, if any. This column may show as an alternative, the position to which the document has been transferred in the main collection, in case it is so transferred.

### 7 Reference Guides and Research Tools

#### 71 MIMEOGRAPHED DOCUMENTS

An understanding of the document symbols would be of considerable help in tracing the mimeographed documents. For example, for a study on the disarmament question, most of the documents dealing with this subject will be found under the main series DC/ or its subseries, representing the Disarmament Commission or its committees. In the case of some other problems, however, knowledge of only the series symbols will not provide enough information. These problems may have been debated by such UN organs or their subagencies, which simultaneously deal with varied problems. Thus, for example, for a study on the Kashmir question, it is not sufficient to know that all the documents relating to this problem are in the series S/ representing the Security Council. It will be a time-consuming job to collect all the documents of such problems as this, which lie hidden within a series. Again, there are other problems which are debated by more than one organ or commission of the UN. Documents of such problems will thus be scattered in different series. For example, for a study on admis-

sion of new members, documents will be found under main series A/ as well as S/ and their subseries, because both the General Assembly and the Security Council are concerned with the subject. Similarly, for a study on the United Nations and domestic jurisdiction, the search will lead to documents under the main series A, E and S and their subseries. The search will also have to be extended to the documents of the International Court of Justice.

## 72 BIBLIOGRAPHICAL AIDS

To facilitate study and research on such problems, the UN has provided various documentary aids. An understanding of these aids is essential for making full use of UN documents.

### 721 Printed Documents

Such aids are also necessary in the case of *Official records* because these are arranged chronologically and not by subjects. In other words, they should have index aids as a periodical publication. These aids are listed and described below.

## 73 PERIODICAL INDEXES

### 731 United Nations Documents Index

*United Nations documents index*, a monthly with cumulated index, 1950- (Series ST/LIB/SER.E): This lists, describes, and indexes by subject all the unrestricted documents and publications of the United Nations and the Specialized Agencies. The subject index included in each issue is cumulated annually. Each monthly issue contains :

- 1 General introduction;
- 2 List of abbreviations;
- 3 List of documents and publications: The first section being given to United Nations documents and succeeding sections to the documents of the Specialized Agencies in alphabetical sequence. Each section is arranged in three parts: 1 a list of documents and publications; 2 non-English language editions; and 3 re-publications. Complete bibliographical details are given in part one. Parts two and three are arranged in tabular form; and

- 4 General index: A combined author and subject index of all the documents and publications listed in each section.

For the proper maintenance and handling of documents, including the mimeographed documents, the *United Nations documents index* is an indispensable library tool.

### 732 Checklist of United Nations Documents

*Checklist of United Nations documents* (Series ST/LIB/SER/F/): For documents and publications issued during the years 1946-9 the *Checklist* renders the same service as the *United Nations documents index*. It appears in separate parts, each one devoted to the documents of a particular organ. The individual parts are issued in one or more numbers. Every part (or its number) contains a subject-index and introductory notes giving information on the organization of the bodies concerned. For details, see the *Ten years of the United Nations publications, 1945 to 1955*.

The following parts remain to be published :

- Part 1 General Assembly (and subsidiary organs)
- Part 6G Commission on Narcotic Drugs (and related organs)
- Part 9 Secretariat: Publications

For the documents of the General Assembly issued during 1946-9 the aids are:

- 1 *Disposition of agenda items* (in the Inf series), issued after every session of the General Assembly; and
- 2 *Index note* No 39 (Series ST/LIB/SER.D) containing an alphabetical subject index of resolutions of the first five sessions of the General Assembly.

It may be added that the document in the Information Series entitled *Disposition of agenda items* is also issued after each session of other organs of UN, and which from 1950/1951 sessions have been replaced by the *Index to proceedings* (Series ST/LIB/SER. B).

### 733 Ten Years of United Nations Publications

*Ten years of United Nations publications 1945 to 1955; 1955* (Series

ST/DPI/SER.F/): This is a complete catalogue to the Secretariat publications and the *Official records* of the main organs of the United Nations.

#### 734 United Nations Publications

*United Nations publications*, 1955—: These form the annual supplements to the basic volume described in section 733.

#### 74 OTHER AUXILIARY AIDS

##### 741 Yearbook of the United Nations

*Yearbook of the United Nations*, 1946/47—: This provides a detailed review of the work of the United Nations and the Specialized Agencies. An individual comprehensive survey is provided of the discussions held and actions taken by each of the UN organs concerned with every major question during the year under review. Each volume is fully documented and indexed.

Reference librarians will share Chamberlain's views that "the expert studying the United Nations . . . must have the printed and processed official documents and the *Yearbook* . . . For this purpose the *Yearbook* is an indispensable tool. Well-informed groups and individuals as distinct from the experts will find the monthly *Review* . . . and the Annual Reports of the Secretary-General and the three Councils useful; but the *Yearbook* will be their most valuable aid for all but current matters."<sup>24</sup>

##### 742 United Nations Review

*United Nations review* (monthly), July 1954—: This is a successor to the *United Nations weekly bulletin*, Aug 1946 to Dec 1947, and the *United Nations bulletin*, a fortnightly, Jan 1948 to June 1954.

The main features of the periodical include summary reports of debates and proceedings, articles on specific aspects of UN work, and advance information on forthcoming meetings and conferences.

For an understanding of current developments in the UN, the latest issues of the *Review* will prove most useful. It can be supplemented by non-official publications like the *Chronicle of United Nations activities*<sup>25</sup> and the summary of developments in *International organization*<sup>26</sup>.

## 743 Repertory of Practice of United Nations Organs

*Repertory of practice of United Nations organs*, 5 v, 1955 (with subject index and table of contents issued as a separate part in 1957 and *Supplement 1* 1958). In five volumes, the *Repertory* constitutes a comprehensive summary of the decisions of the United Nations organs from the period they began functioning until 1 September 1954, together with related materials. The information is presented in such a way as to throw light on questions and interpretations of the Charter Articles which have occurred in practice. The *Supplement* brings the summary of decisions relating to interpretation of Articles 55-111 up to 1956.

## 744 Repertoire of the Practice of the Security Council

*Repertoire of the practice of the Security Council*, 1946-1951, 1954 (with Supplement 1952-1955, 1957) (Series ST/PSCA/): The *Repertoire* with its supplement is a valuable guide to the proceedings of the Council for the period 1946 to 1955. The volume includes a subject index and an index arranged according to Articles of the Charter and the provisional rules of proceedings.

## 745 Catalogue of Economic and Social Projects

*Catalogue of economic and social projects of the United Nations and the Specialized Agencies*, 1949-: This lists, describes, and indexes the work programme of the UN Secretariat and of the Specialized Agencies in the economic and social fields, including research studies and investigations. "The catalogue presents the best picture of the broad scope of official activities in these fields."<sup>27</sup>

## 746 Everyman's United Nations

*Everyman's United Nations*, ed 5, 1955: This item is a useful publication for those who want to understand the structure, functions, and work of the United Nations for the purpose of handling UN documents.

## 8 UN Documents in Non-depository Libraries

The problems discussed above may seem to be related to depository libraries only. An understanding of these problems is essential to other specialized libraries also. Only through an understanding of the nature of UN documents, their classification scheme, and the

use of various aids can specialized libraries acquire or make use of those documents relating to their fields.

### 81 ACQUISITION

The acquisition policy for UN documents in these libraries will vary according to their needs and resources. Generally, it will be limited only to those documents which have a direct bearing on their fields of specialization. Other documents, when required, can be borrowed from the nearest depository libraries.

### 82 REFERENCE AIDS

Whatever be the acquisition policy for UN documents, each library should possess all the reference aids and tools brought out by the UN. These items will be a valuable source of reference and, in the absence of documents, will provide useful summaries of UN action. These aids will prove equally useful to those students or scholars who normally do not need to make a comprehensive study of problems connected with the UN.

### 83 DISTRIBUTION

It may be relevant here to mention that the printed documents and publications with Sales Numbers can be acquired through UN sales agents in India. For certain classes of mimeographed documents, the UN has made arrangements for purchase by annual subscription through its Sales and Circulation Section at its headquarters at New York. For further details see the catalogue of *United Nations publications*, 1957, p 58.

### Appendix 1

#### "SUBJECT" DIVISION OF DOCUMENTS LISTED IN THE *United Nations Documents Index*, JULY 1958

#### I INTERNATIONAL RELATIONS & ORGANIZATIONS

- 1 (Documents concerning) "Lebanon and United Arab Republic" including the First and the Second Interim Reports of UN Observation Group in Lebanon
- 2 Repertory of practice of United Nations organs (Supp 1)

#### II INTERNATIONAL LAW

(Reports/memoranda/studies on) "Arbitral procedure", "diplomatic intercourse and immunities", "the law of treaties" and "international responsibility"

## III ECONOMIC QUESTIONS

*Asia*

- 1 Economic development in the Middle East, 1956-57
- 2 Economic situation in Asia: Statements submitted by the International Confederation of Free Trade Unions and the World Federation of Trade Unions
- 3 Housing in relation to regional development in Asia and the Far East
- 4 Utilization of agricultural surpluses in Japan

*Europe*

- 1 Advances in steel technology, 1956
- 2 Agricultural mechanization
- 3 Energy problems
- 4 Geological survey and mining development in Europe and Russia
- 5 Rural electrification

*Under-developed countries*

- 1 Economic development of under-developed areas: International tax agreements
- 2 Technical assistance and public administration

*World*

- 1 Economic survey, 1957

## IV SOCIAL QUESTIONS

- 1 (Yearbook of) Human rights, 1955
- 2 (Reports and working papers on) Somaliland, New Guinea, Nauru

## V MISCELLANEOUS

- World cartography, 1955

## Appendix 2

<i>Place</i>	<i>Depository library</i>	<i>Sales agents</i>
Banaras	1 (Banaras Hindu University)	..
Bombay	2 (Central Library and University of Bombay)	1 (Orient Longmans)
Calcutta	1 (National Library)	2 (Orient Longmans and Oxford)
Delhi	4 (Central Secretariat, Delhi School of Economics, Indian Council of World Affairs, and Parliament Library)	2 (Orient Longmans and Oxford)
Lucknow	1 (Civil Secretariat, UP)	..
Madras	1 (Connemara Public Library)	1 (P Varadacharya)
Poona	1 (Servants of India Society)	..

In Delhi, besides the four depository libraries, the United Nations Information Centre also maintains a select set of UN documents for public use.

## Appendix 3

SUBJECT ANALYSIS OF PUBLICATIONS WITH SALES NUMBER  
ISSUED DURING 1946 - JUNE 1958

I	General (Publications in this category include "general informational pamphlets on the United Nations and its various agencies, delegation handbooks, bibliographies, and other miscellaneous publications")	215
II	Economics and finance	297
III	Public health	2
IV	Social questions	137
V	International law	278 <sup>a</sup>
VIA VIB	} Trusteeship and non-self governing territories	35
VII	Political and Security Council affairs	2
VIII	Transport and communications	13
IX	Atomic energy and armaments	40
X	International administration	37
XI	Narcotic drugs	165
XII	Education, science and culture	..
XIII	Demography	65
XIV	Human rights	23
XV	Relief and rehabilitation	1
XVI	Public finance and fiscal questions	22
XVII	International statistics	73
		—
		1,405

<sup>a</sup> Including the *Treaty series*



## Appendix 4

ANALYSIS OF DOCUMENTS AND PUBLICATIONS ISSUED BY MAIN ORGANS OF UN  
AS LISTED IN THE *United Nations documents index*, 8, 1957<sup>a</sup>

<i>Organ</i>	<i>Official records</i>	<i>Mimeographed documents</i>
General Assembly	685	1,770
Security Council	65	245
Economic and Social Council	120	1,952
Trusteeship Council	110	1,547
Disarmament Commission	10	30
Secretariat	225 <sup>b</sup>	98
International Court of Justice	12	..
	<hr/> 1,227	<hr/> 5,642

<sup>a</sup> Out of 7,021 entries in the 1957 *Index*, 152 entries, which comprise periodical publications, press releases and those which have been cross-referred, have been excluded.

<sup>b</sup> Including the publications with Sales Number, *Treaty series* and *Statistical papers series*.

## CHAPTER J

# STANDARD FOR CATALOGUES OF GOVERNMENT PUBLICATIONS\*

S R Ranganathan

[Starts with random samples of entries in the catalogues of publications of some of the governments in India. Recommends a scientifically prepared catalogue, in order to get the publications, prepared and published at a great cost, fully distributed and used by the potential users, so essential in a democracy. Suggests the appointment of a committee to investigate and propose a useful standard for adoption by all the governments in the country]

### 0 Introduction

GOVERNMENTS have been prolific authors and publishers for a long time. They are now becoming more so today, on account of the increased sphere of their activities, as a result of steady approximation to the socialistic pattern of society. But, the commercial side of marketing has been neglected by them all along. One of the weakest links in marketing is the catalogue of government publications. It conforms to no standard. It is as inconsistent as inconsistency can be. There appears to be no evidence of the slightest realization that a catalogue should conform to a code of rules. Nor is it realized that the government publisher should have a good cataloguer to build his catalogue. Outstanding examples of commercial publishers having employed professional cataloguers and produced classified catalogues are the Columbia University Press, the Oxford University Press (Indian Branch), and H W Wilson & Co. Among governments, the USA catalogues make a good approximation to a helpful catalogue. I recall with a sign of hope that at the annual dinner of the Circle of Government Librarians of the United Kingdom in 1950, the Head of H M Stationery Office and myself, a librarian by profession, sat together at the same table as chief guests. Naturally, the standard of the catalogue of government publications was the chief subject of discourse. In this paper, a case is made out for adopting a good

\* With acknowledgement to the *Memoirs* (Madras Library Association).

cataloguing standard for the catalogues of the publications of the various governments in India.

#### 01 SAMPLES OF ENTRIES IN EXISTING CATALOGUES

Random samples of entries are reproduced from the catalogues of six government presses, viz the Central Government and the Governments of Madras, Bombay, Punjab, Assam and the former Central Provinces.

##### 1 Main Entry: Heading

Practically all these catalogues choose for their main entries neither the name of the author (personal or corporate) nor that of the specific subject. Nor is there any similarity among them in the choice of the main heading.

##### 101 Central Government

The Central Publication Bureau of the Government of India chooses either the title of the book or sometimes even the name of the serial to which the publication may belong; occasionally it also chooses for the heading the dominant word or words in the title. Here are some examples:

- 1 GRANT-IN-AID to schools in British India—by J A Richey, C I E (Title heading).
- 2 FAUNA—The fauna of British India including Ceylon and Burma. Coleoptera by W W Fowler (Series heading).
- 3 PROVIDENT FUND—Scheme for provident fund for teachers in aided schools in Secunderabad and in Residency Bazars (Dominant word entry).

##### 102 Government of Madras

The Government Publication Depot of Madras generally chooses for heading either the dominant words in the title or the names of the departments responsible for the publication or sometimes words indicating the form of exposition of the publication in preference to the dominant word. Here are some examples:

- 1 INDUSTRIES. Preliminary report on the survey of cottage—in the Coimbatore district (Dominant word heading).

- 2 INDUSTRIES, Department of. Administration report of the— for the year ending 31st March, 1935 (Corporate author heading).
- 3 REPORTS. Report of the Committee on the indigenous system of medicine by Dr Oosman Sahib Bahadur, pt 1—Report with appendices. 1923 (Form division heading).

#### 103 Government of Bombay

The office of the Government Printing and Stationery, Bombay, generally chooses for heading the dominant word of the title not necessarily a noun. Occasionally it also chooses the name of the corporate author or a form division. Here are some examples:

- 1 INDUSTRIAL. Report of the Industries Committee (Dominant word heading in the adjectival form).
- 2 COURT OF WARDS. Report on the estates under management under the Bombay Court of Wards Act and the Gujarat Talukdars Act in the Bombay Presidency (including Sindh) for 1934-35 (Corporate author heading).
- 3 RULES. Smoke Nuisance Act with rules (Form division heading).

#### 104 Government of the Punjab

The choice of heading in the catalogue of the Punjab Book Depot is nearly on the lines of that of Bombay.

#### 105 Government of Assam

In the catalogue of the Assam General Book Depot there is a far greater tendency to make the entries title entries, although here and there we find examples of preferring the dominant word of the title or the name of the subject. Here are some examples:

- 1 ACCOUNT. Account of the Chittagong hill tracks (First word of title entry).
- 2 CHANG GRAMMAR. Outline of the—by J H Hutton, Esq, I C S (Subject entry).

#### 106 Government of (the former) Central Provinces

In the catalogue of the Government Press Book Depot of the

Central Provinces, we find that the choice of heading falls on names of subjects or form divisions.

- 1 EXAMINATION. Result of high school entrance and scholarship examination of the Nagpur Circle for 1935 (Subject heading, though not specific subject).
- 2 RULES. Compulsory education rules, Berar (Form division heading).

#### 11 CANON OF CONSISTENCY

Even the few examples cited are sufficient to show that the Canon of Consistency<sup>28</sup> is thrown to the winds practically in all catalogues. In such a situation one would expect cross reference index entries to give relief to the bewildered user. But such entries are conspicuous by their absence except in the case of the Madras catalogue. With such scant respect for the Canon of Consistency even in the choice of the heading, one need not wonder at finding something worse in the rendering of the heading, and in the style of printing it.

#### 12 CANON OF PREPOTENCE

The Canon of Prepotence<sup>29</sup> suffers even more in these catalogues. It is often the most impotent word, which can be associated with a book, that gets perched up as the first word of the heading.

#### 121 Central Government

Here is an entry in the Government of India catalogue:

REPORTS, DEVELOPMENTS IN LOCOMOTIVE PRACTICE. Report of the handling of fuel, layout of engine changing stations and other miscellaneous developments in the United States of America, by R C Case, A M I C E

The prepotential words in this entry are "Case" for author entry and "Locomotive Practice" for subject entry. Either the one or the other should be given the leading position according to the Canon of Prepotence. The former comes last and the latter comes after the two impotent words "Reports" and "Developments".

#### 122 Government of Madras

The Madras catalogue has the following entry:

COLLECTION, ART LOAN. Art loan collection at the office of the Director of Public Instruction, Madras.

The Canon of Prepotence would give the leading position to "Art Loan", if this is either a subject entry or a first-word-of-title entry. It cannot accept the promotion of the impotent word "Collection" to the dignity of entry-word on any ground whatever.

123 Government of Bombay

One example from the Bombay catalogue:

MANUALS AND HANDBOOKS. Manual of the index slip system of conducting, registering, titling and indexing of official correspondence by F G H Anderson.

Here a phrase describing the form of exposition of the book is given the privilege of occupying the prepotential position in the entry. Certainly the names of the author and of the subject have every right to lodge a protest by referring to the Canon of Prepotence.

124 Government of Assam

A similar remark applies also to the following entry of the Assam catalogue:

HANDBOOK. Assam Police motorists.

125 Government of the Punjab

The Punjab catalogue appears to show a greater regard to the Canons of Prepotence and Ascertainability.<sup>20</sup>

126 Government of the Central Provinces

The Central Provinces catalogue has several entries offending the Canon of Prepotence. Here is an example:

REPORTS ON CENSUS. Census of India, 1911. V. 10. Central Provinces and Berar. Part 2. Tables.

Here the word "Report" is improvised from outside the title

of the book and made to usurp the prepotential position in the entry in defiance of the Canon of Ascertainability also.

## 2 Main Entry: Bibliographical Details

There is great paucity of bibliographical information practically in all the six catalogues—no format, no size, no collation, and no year of publication. But what is more tantalizing, here and there we find an occasional entry showing some of these details. A series note is however given wherever necessary.

## 3 Added Entry

Except for the cross-reference index entries in the Madras catalogues, there is no evidence of added entries of any well-known type such as author index entry, collaborator index entry and series index entry in any of the catalogues. For example, the Government of India catalogue does not help to find out readily what publications had come out so far, say in the Educational Pamphlet Series. Here the Madras catalogue appears to be slightly better. For it has certain series entries such as the records of the Madras Government and the Teachers' College bulletins. But there is a snag even here. Because these series entries happen to be the sole entries for the publications brought together under them. Again consider a research publication, such as Hirananda Sastri's *Bhasa and the authorship of the thirteen Trivandrum plays*. Obviously and rightly the Archaeological Department declines to take any authorial responsibility for it. Nor does it get an author-entry under Hirananda Sastri, at least as an added entry. The main entry has chosen Bhasa as the heading. It is perhaps meant to be the subject heading. Hirananda Sastri does not get even an index entry in what is called the alphabetical index, at the end of the catalogue. In the suppression of the author entry, all the six government catalogues appear to act alike.

## 4 Arrangement

### 41 ALPHABETICAL ARRANGEMENT ONLY

#### 411 Governments of Madras and Bombay

The catalogues of Madras and Bombay are strictly alphabetical.

This statement should not however credit them with the merit that is popularly attached to an alphabetical catalogue, namely easy location. This merit they lose as a result of inconsistency in the choice and rendering of headings. Still, since they are of the alphabetical form, there is no alphabetical index nor is there a classified index. Thus these two catalogues are of the unipartite variety.

#### 412 Governments of Assam and the Central Provinces

The catalogues of Assam and the Central Provinces are also of the unipartite type but for different reasons. The Assam catalogue breaks the entries in five alphabetical sequences corresponding to the five broad divisions into which the books are grouped—the divisions however having no subject import whatever. It is an unnecessary, meaningless breaking of the alphabetical sequence. In a case like this one would expect a consolidated alphabetical index covering all the five parts. This is missing and hence the unipartite nature of it.

#### 413 Government of the Central Provinces

The catalogue of the Central Provinces again breaks the alphabetic sequence into not merely five but twenty-five bits, one bit corresponding to each department or subdepartment of the government. It is notorious (from the cataloguer's point of view) how unstable the names and groupings of the government departments are. The Canon of Permanence<sup>31</sup> is spited beyond measure by giving so fundamental a place to the name of the department in the arrangement of the entries. This however is an aside. This catalogue passes for a unipartite one by refusing to provide a consolidated alphabetical index for all the entries.

#### 42 SYNETIC ARRANGEMENT

The catalogues of the Government of India and the Punjab are bipartite ones. The first part, made up of the main entries and occupying the major portion of the catalogue, is syndetic. From another point of view it may be described as alphabetic-classed; for, the classes that follow are not in a systematic sequence but in an alphabetic sequence so far as the major classes go. Within each major class there are subclasses whose sequence is non-descript.



## 421 Central Government

For example, in the Government of India catalogue there is a major class entitled "Agriculture and forestry". The subclasses in it are:

- |                              |                                   |
|------------------------------|-----------------------------------|
| 1 General                    | 6 Insect Pests                    |
| 2 Agricultural Ledger        | 7 Memoirs                         |
| 3 Pusa Bulletins             | 8 Records of the Botanical Survey |
| 4 Forestry                   | 9 Commercial Collections          |
| 5 Forest Commercial Products | 10 Reports and Proceedings        |

## 422 Government of the Punjab

Again "Agriculture" is a main class in the Punjab catalogue. But its subclasses are:

- |                  |                 |
|------------------|-----------------|
| 1 General        | 3 Fisheries     |
| 2 Seasonal Notes | 4 Horticultural |

## 423 Defects

It need hardly be mentioned that neither the main classes nor the subclasses are in conformity with any accepted scheme of classification. They are all some sort of improvisations. The index part which formally renders them a bipartite type of catalogue is only of nominal value. It is very scanty and cannot be of much worth.

## 5 Periodicals and Serials

Another matter in which one, seeking light from the government catalogue, is vexatiously disappointed is that of giving the pedigree of governmental periodical publications which are as prone as any other periodical to the ills of births, deaths, resurrections, marriages and divorces, and in fact to all the eighteen complexities or disorders enumerated in the *Classified catalogue code*.<sup>32</sup>

## 51 CENTRAL GOVERNMENT

One example will do. The Imperial Council of Agricultural Research took over the publications previously issued by the Imperial Department of Agriculture. This Council which was estab-

lished in 1929 introduced several changes in the publications with effect from January 1931. One of these changes is the continuation, of the *Bulletins and memoirs* (in several series) issued by the Agricultural Research Institute, Pusa, and by the Department of Agriculture respectively, in the form of two new periodicals, namely, *Indian journal of agricultural science* and *Indian journal of veterinary science*. All these four sets find place in the Government of India catalogue. But there is nothing whatever to indicate either their pedigree or their interrelations. There is surely nothing gained by withholding this information from the users of the catalogue, be they engaged in book-selection or cataloguing. Nor can it be claimed that it uniformly abstains from such pedigreeic annotation. For in another page of the same catalogue we find under *Agriculture and livestock in India* the useful and complete pedigreeic annotation "issued bimonthly from January 1931. This supersedes *Agricultural journal of India*." The entry under the latter also has the half-hearted annotation "discontinued with effect from 1931" without any indication of the new name under which it persists in continuing, as definitely stated in the earlier annotation mentioned above.

## 6 Suggestions

The following suggestions need consideration. They are arranged in the sequence of preference:

- 1 Formulation of a set of standard rules for the preparation of the catalogues of the publications of the Central and State Governments, local bodies and government institutions;
- 2 Scheme for the issue of a coordinated set of periodical catalogues of current publications with cumulations at convenient intervals and of periodical catalogues of publications in print; and
- 3 Publication of an exhaustive retrospective catalogue of all the publications of the government, to the extent to which it does not exist.

The last-mentioned work will involve search in all the libraries having stock of government publications including several foreign libraries such as the British Museum and the India Office Library.

## 61 KIND OF CATALOGUE

Every catalogue, whether belonging to category 2 or 3 mentioned above, should readily show each publication under its:

- 1 Specific subject;
- 2 Corporate governmental author; and
- 3 Personal author, if any, or its title, if it is fanciful and not significant, or any catchword under which it is likely to be called for, as in the case of reports of government commissions which come to be called for under the name of the chairman.

## 6101 CLASSIFIED BIPARTITE CATALOGUE

One form of catalogue which can answer all such questions is the dictionary catalogue; another form which is gaining ground and is advocated in the publications of the Madras Library Association is the classified form with an alphabetical index. In fact, the present plea is that the catalogues of the government publications should conform to the standards of library catalogues except for the complete omission of analytical entries.

## 6102 CLASSIFIED TRIPARTITE CATALOGUE

The form of trade catalogue should be tripartite, that is, should have three parts:

- 1 Schedule of such classes as get represented in the catalogue;
- 2 Classified catalogue in which the books are arranged in a filiiary sequence on subject basis; and
- 3 Alphabetical index giving in one alphabetical sequence all added entries such as author entries, personal or corporate, collaborator entries, title entries, series entries and cross reference index entries.

## 611 Schedule of Classes

The first part is not to mention any publications. It should be merely a list of the chief classes under which the publications are grouped in the second part. Except in the cumulated catalogues of some considerable size this part will be so small that it need not be fitted up with an alphabetical index of the classes. But in all annual volumes or catalogues covering a large range of time,

the schedule of classes is likely to be very long. And it will add considerably to convenience if an alphabetical index of classes is provided.

#### 612 Main Entry in Classified Part

In the second part, each publication is to receive one entry. It may be called the main entry and it is to be as full as possible.

#### 6121 LEADING SECTION

Its leading section is to be the call number of the publication by the ordinal values of which alone the entries of this part are to be arranged.

#### 6122 HEADING SECTION

Its heading should consist, in sequence of preference, of the name of author of the book, corporate or personal as the case may be, a collaborator, or a pseudonym or first word of title.

#### 6123 TITLE SECTION

The title-part is to be a faithful transcript from the relevant part of the title-page of the publication, with indicated omissions of puffs if necessary, but never mutilated or transformed or reconstructed in any manner. Then should follow the specification of the edition if it is not the first. The year of publication should come immediately after it. But in the case of annual catalogues the year may be omitted unless the publication was actually published in some other year though included in the catalogue of a different year for special reasons. Then should follow format and collation with full details about pagination, illustrations, maps, plates, etc. The name of the printer or publisher need not be given except in the case of the few government publications which occasionally get printed and published by other than government agency. The last item in the title-section should be the published price of the book.

#### 6124 SERIES NOTE

Then the series note should come, if the book belongs to a series. It should show the name of the series, subseries, etc. and the serial number of the publication in them. This note should be put in circular brackets.

## 6125 ANNOTATION

Lastly, a brief annotation may be added in smaller type if the value of the publications is not readily inferable from the name of the class in which it is placed and its title.

## 6126 PERIODICITY NOTE

If the publication is a periodical one, be it a periodical or a serial, an additional note should be added in square brackets showing the periodicity of its volumes and of its fascicules (in the case of periodicals), the year of its commencement, and the year of its termination if any.

## 6127 COMPLEXITY NOTE

Further, hardly any periodical publication persists for any appreciable length of time without developing some idiosyncrasy or other. All such idiosyncrasies should be indicated in the form of an additional note enclosed in crooked brackets in some standard manner.

## 613 Alphabetical Index

The third part should consist of all the added entries which have been named Book Index Entries and Cross Reference Index Entries.

## 6131 BRIEF ENTRY

They may be brief, consisting of shortened heading, followed by shortened title, and ending with call number in the case of books and class number in the case of periodical publications.

A complete set of rules for the preparation of Main Entries as well as Added Entries is given in the *Classified catalogue code*, ed 4, 1958.

## 62 FORMAT AND GET-UP

Whatever inner form is adopted for the catalogue, the physical make-up of the page should be carefully designed to make the catalogue easy to use, pleasing to the eye, and, at the same time, not unduly expensive. Variety in type to distinguish headings, sub-headings etc, and skilful display of feature headings will make the catalogue easy to use. A moderately wide margin should be

allowed, partly to give the catalogue a pleasing appearance and partly to allow space for notes.

### 7 Economics of Good Catalogue

It must be admitted that any satisfactory scheme of catalogues for government publications will cost the government more money than the lists published at present. The scientific preparation of catalogues with full entries will involve a staff of permanent, trained classifiers and cataloguers, so that correct methods may be introduced and continuity in practice maintained. Not only the cost of preparation will thus increase, but also the cost of printing. Such good catalogues are urgently needed. Some governments are already finding that satisfactory catalogues greatly increase the sale of their publications and so, to some extent, pay their way. Furthermore, the governments have assumed the responsibility of issuing information on a wide range of subjects. The small relative cost of improved catalogues for this information would so increase the value of their publications as to be worth the additional expense.

### 8 Appeal to the Governments in India

Before closing, we cannot refrain from making an appeal to the Government of India and to the Governments of the several constituent States to reorganize the catalogues of their publications along helpful lines. A committee may be appointed, in the first instance, to examine the question and make concrete proposals. The question of profit and loss should take into consideration the human value of the enterprise. The function of a government as national publisher is to make known as widely as possible essential facts and problems affecting the community—national and international—which they investigate, print, and publish. Viewed as a business proposition, the practice of the forward business-houses like the Columbia University Press shows the way in such matters.

## CHAPTER K

### DOCUMENTATION

S R Ranganathan

[Examines the scope of documentation and its constituents, viz Documentation Work, Documentation Service, and Translation Service—in relation to the Social Sciences. Enumerates the types of documentation lists and shows the need for their compilation at the library, state or national, and international levels. Recommends the classified form with alphabetical index for documentation lists. Stresses the importance of Analytico-Synthetic Scheme of Classification and use of Chain Procedure for this purpose. Examines the problem of terminology in the Social Sciences. Describes the procedure for abstracting work. Shows the limitation of machine-methods for information retrieval as well as the specific regions where they can be used profitably]

#### 1 What of Documentation

##### 11 DOCUMENT

"DOCUMENTATION" is a term brought into use within the last 30 years or so, to denote the old idea "Bibliography". This verbal change has been made to indicate a shift in emphasis from macro thought and macro document to micro thought and micro document, from thought of the past to current nascent thought, and from service to the generalist to service to the specialist seeking data, correlation of data, facts, knowledge, and modes of developing knowledge within a severely restricted region of the universe of knowledge in which he is working and to which he aims to contribute new thought. It may be stated that, generally speaking, macro thought is embodied in a document of its own, forming a separate physical entity such as a book or a whole volume of a periodical. Micro thought, on the other hand, is embodied in a document forming a part of a host macro document. It may be an article in a periodical, or a chapter or a section of a book or a reprint of any of these, or a pamphlet of equivalent size and of small extension in idea. It may also be stated that macro thought is of great extension and slight intension; whereas micro thought is of deep intension and narrow extension. The region of macro thought is not separable from that

of micro thought by a sharp boundary line. These terms are introduced only for convenience, though they do not denote clear-cut mutually exclusive regions in the universe of knowledge.

## 12 READER

So also, the line of demarcation between generalist reader and specialist reader is equally vague and fuzzy. The extreme cases stand out clearly and sharply divided from each other. But they overlap a good deal as we recede from the two extreme positions. Again, the same person may be a specialist in the context of one region of knowledge and a generalist in the context of other regions. There will be all shades of difference in his status as we travel through the various regions of the universe of knowledge.

## 13 READER-DOCUMENT-LIBRARIAN RELATION

The definition of "Documentation" is to be sought in the relation between Reader, Document, and Librarian. This relation is conditioned by the Laws of Library Science.<sup>33</sup> These laws are:

- 1 Books are for use;
- 2 Every reader his book;
- 3 Every book its reader;
- 4 Save the time of the reader; and
- 5 A library is a growing organism.

These laws are the normative principles on the basis of which library science is developed, library service is organized, and library techniques are forged, within the boundary conditions set by society—rather by the needs of society—from time to time. Since the Second World War, these boundary conditions call for generalizing the connotation of the term "book" so as to include not merely "macro document" as in the past but also "micro document". "Document" includes also records—made by natural and social phenomena automatically without the immediate and continued mediation of human intellect. Examples are: spectrography, cinematography, records in Sputnik. It may thus be convenient to use the term "book" in a more generic way in the sense of "document" in applying the Laws of Library Science and making inferences from them to suit modern requirements.



## 14 DEFINITION

We may then define "Documentation" as follows:

Documentation is the complex of processes involved in  
Pin-pointed (to satisfy Law 2);  
Exhaustive (to satisfy Law 3);  
Expeditious (to satisfy Law 4);  
Service of nascent thought to specialists (to satisfy Laws 1  
and 5).

## 15 CONSTITUENTS OF DOCUMENTATION

Documentation is composed of three major activities of the library profession:

- 1 Documentation work;
- 2 Documentation service; and
- 3 Translation service.

All the activities involved in documentation fall within the jurisdiction and responsibility of the library profession. But each one of them is not executed by the library profession itself. Some fall to its direct share. A few get done by others, such as technicians and translators. There has been some confusion in this matter. For example, the course of studies prescribed for the library profession by some Schools of Library Science includes the details for the photographic and other kinds of reproduction of documents. This is not right. This is the work of a technician. All that the librarian should know is to evaluate, provide for, and manage that work. Normally, it is not necessary for him to be an adept in this work. So also with the translation service. About thirty years ago, some library authorities took a librarian to be virtually a translator or a linguist. It was not unusual for advertisements for librarians to specify, as necessary qualifications for a librarian, knowledge of several languages and nothing whatever about the knowledge of library techniques. Some years later, both kinds of knowledge were mentioned with equal weightage. Then, knowledge of languages was subordinated. It is only now that competence in library science alone is prescribed for librarians, and translation is understood to be the work of another profession—the translators. No

doubt, the library profession has to manage the translation service—that is, engage translators, get the translation done by them, and serve it to readers. In other words, it is only the provision, evaluation, and the management of translation service that fall to the share of the library profession.

## 2 How of Documentation Work

Documentation work consists of scanning the host macro documents, picking out the macro documents and the micro documents that should be brought to the notice of readers, and listing them in a helpful way so as to fulfil the Laws of Library Science. This may be described as making a Documentation List.

### 21 KINDS OF DOCUMENTATION LIST

A documentation list may be prepared on demand by a reader or a class of readers; or it may be prepared in anticipation of demand. It may cover a specific subject, or a specific region of knowledge covering a number of filiatory subjects, or the whole or a vast region of the universe of knowledge. A documentation list may include only documents in a few specified languages or it may cover all or many languages. It may confine itself to the documents produced within a country, or a region, or the world as a whole. It may be selective or exhaustive.

### 22 AGENCY FOR DOCUMENTATION WORK

Documentation work may be done by a local-service library, or by a national or state agency, or by an international agency. Normally, a documentation list on demand—on a specific subject and usually selective in nature—is done by a local-service library. A documentation list of an exhaustive nature and covering specified regions of knowledge is done by an international agency. This involves an unavoidable time lag. Therefore, it is now becoming the practice for each country to have a national agency to prepare quickly a selective documentation list, using only the host documents published or usually acquired within the country. In subject-coverage also, it is selective. It covers only such topics or specific subjects—in the entire universe of language—on which work is in progress within the country. But, it does not aim to cover all the subjects. A national documentation list is primarily

intended for immediate use, until an exhaustive international list would become available.

### 23 FULLNESS OF INFORMATION

An international documentation list usually gives an abstract of each micro document and an annotation on each macro document. Therefore, it takes time in its preparation. A national documentation list gives only a bare list. For, it is intended to eliminate time lag. A local documentation list may be of either kind. It is intended to and it can be adjusted to a personal need and to meet the individualizing peculiarities of each specific demand, actual or anticipated. But, an international or a national documentation list has to be mainly impersonal.

### 24 FORM OF DOCUMENTATION LIST

The most helpful form for documentation list is the bipartite form. It should have two parts—a classified part and an alphabetical index of subject or class headings, author and collaborator headings, series headings, and alternative name headings. This will give a far more efficient service than the unipartite dictionary form.

### 25 DEPTH CLASSIFICATION

A good bipartite documentation list would call for depth classification—that is, a scheme of classification capable of individualizing micro thought, each unit of thought having a distinctive class number.<sup>34</sup> Micro thought will have many facets. Therefore, it will be difficult for a scheme of depth classification to give a monolithic enumeration of all possible micro thought. Therefore, the scheme should be one based on facet-analysis in the idea plane and facet-synthesis in the notational plane. In other words, the scheme to be used in the depth classification should be an analytico-synthetic scheme instead of an enumerative one. Further, it should be a self-perpetuating one, to a large extent. Otherwise, as and when new thought gets created, the documentation work will be held up indefinitely to get class numbers for such new thought. This requirement calls for a Postulational Approach to Library Classification<sup>35</sup> now being developed in India. It will also call for an extensive use of seminal mnemonics, and scheduled mnemonics for common isolates of all kinds—anteriorizing, and posteriorizing personality, matter, energy,

space, and time common isolates. Work is in progress in India on these lines. But it requires about a hundred man-years for full pursuit. If society will provide for this to be completed as quickly as possible, self-perpetuating depth classification can be closely approximated to. In the sphere of Social Sciences, this work will involve the establishment of a fairly exhaustive schedule of common isolates of mental action—such as analysis, exploration, deliberation, inference, generalization, abstraction; and common isolates of value—such as ethical, aesthetic, educational, political, economic, social and legal values. It is conjectured that if this work is done, the total schedule-length need not exceed a thin volume, to arrive at class numbers for micro thought of any depth.

#### 26 CATALOGUING AND CHAIN PROCEDURE

The establishment of the subject or class index headings for each *ad hoc* micro document will be a tantalizing process causing nightmare. It will also lead to prolixity and a violence to the Canon of Consistency.<sup>36</sup> These difficulties can be avoided by the mechanical derivation of the subject or class headings with the technique of Chain Procedure<sup>37</sup> devised in India in 1938 and tested on a large scale by the *British national bibliography* by its use for more than a hundred thousand documents. However, the micro documents call for further research in that procedure.

#### 27 TERMINOLOGY

The efficiency of that procedure calls for precise terminology being used in the schedules of classification—free from homonyms and synonyms. But, in the field of Social Sciences, such a clean terminology has not yet been developed. It is conjectured that its development will be facilitated by joint pursuit by the classification-profession and the profession belonging to the several disciplines in the region of Social Sciences. Of course, this will have to be done for each of the national languages.

#### 28 ABSTRACTING

Abstracting work is more difficult in the Social Sciences than in the Natural Sciences. The Indian Standards Institution has established a standard for abstracts.<sup>38</sup> This standard must be followed. The personnel for abstracting needs attention. It is

conjectured that the best result will be got if the abstracting is done by a professional abstractor, making full use of the synopsis provided by the author of the document. The professional abstractor should be one with competence in the discipline to which the document belongs and in the discipline of depth classification, including facet analysis. It is unhelpful to have a single abstracting periodical for the entire spectrum of the Social Sciences. Experience in the Natural Sciences has shown the necessity to have different abstracting periodicals for the different disciplines. This is equally true for the disciplines in the Social Sciences. This will no doubt involve some amount of duplication in the fringes where disciplines overlap. This cannot be helped. Moreover, there is a greater scatter of disciplines among the periodicals in the Social Sciences than in the Natural Sciences. This will administer a caution that the abstractors in different disciplines should cooperate even more in the Social Sciences than in the Natural Sciences. Instances of loss of millions of dollars have been cited, as having arisen from the overlooking of articles appearing in unsuspected periodicals and the abstractors having missed them due to lack of coordination and cooperation. The incidence of such a danger will be even greater, as the areas of the different disciplines and of the coverage of periodicals are far less defined in the Social Sciences.

#### 281 Machine-Abstracting

There was a considerable discussion on the use of machinery for abstracting, at the International Conference on Scientific Information held at Washington in November 1958. The papers on the subject and the demonstration showed that the use of machinery for abstracting is based fundamentally on the Frequency of the Substantial Words in a document. I had to point out that this basis was vitiated in two ways. In the first place, in a document expounding nascent thought, the focal idea usually comes at the end as a climax. The term denoting this focal idea may not attain much frequency. Secondly, the focal idea may not yet have a clear-cut term if it is new, as it will often be. Therefore, it may have to be expressed in a circumlocutory way in terms of ordinary words. In fact the focal idea to be brought out by an abstract may have to be sought between lines and between words, and in what is implied or suggested than in what is explicitly expressed. More

especially in the Social Sciences than in the Natural Sciences, the literary phenomenon of securing effect by judicious suppression than by open expression is likely to be more prevalent. The discussion at the conference used "machine-search" more often than "classification". This was due perhaps to their being more of machine-specialists than classification specialists and perhaps also due to the former being more vociferous than the latter. Machine-abstracting would therefore highlight machine-search and give little prominence to classification. I said that I could nullify this, by repeating the word "classification" almost every half-minute, by some trickery or other, during all the total of 30 minutes I spoke. Abstracting should be the last region in which direct human work should be allowed to be replaced by machine-work. This should be particularly so in the abstracting of documents in the Social Sciences.

### 3 How of Documentation Service

Documentation service consists in

- 1 Helping the enquirer to formulate precisely his interest at the time;
- 2 Locating, in the catalogue, the entries for the documents covering his interest directly or indirectly;
- 3 Giving the documents to him if they are in the library;
- 4 Procuring for him the documents, not in the library, by inter-library loan; and
- 5 Giving a copy of the document which he desires to own permanently.

This is in substance nothing more and nothing less than Reference Service with emphasis on nascent micro thought to specialists.

### 31 WORK WITH THE READER

A specialist reader seldom states his interest precisely. Some do not do so because of a sense of superiority complex which makes them feel that their subject is too specialized for the reference librarians to know. Some do so because their thought is ninety per cent tied up in their work and so they fail to state precisely. In either case, the reference librarian should elicit all the facets and all the foci in the facets of the subject which the reader wants. This he

should do without exposing the reader to the danger of traumatic complex or to undue reserve. This delicate work is greatly helped by the technique of facet-analysis.

### 32 WORK WITH THE DOCUMENTATION LIST

In the work with the documentation list, the reference librarian should locate all the entries in the umbral as well as the penumbral region of the reader's interest. As everywhere *Apupa* arrangement<sup>29</sup> is impossible, the entries relating to collateral subjects also should be looked up. If the documentation list is based on depth classification and chain procedure, this work can be done fairly expeditiously and thoroughly. At present, a badly prepared documentation list, not based on these powerful and sharp techniques, is used and the conventional tool of the catalogue is condemned. Machine-search is talked of glibly.

### 33 ECONOMICS OF MACHINE-SEARCH

The economics of machine-search, taking into account the cost of the machinery, its depreciation value, and the minimum use necessary to make it worthwhile, has not yet been fully worked out. It should be done. We have to determine the kind and the size of the search to be made in a library, for the machine-search to be viable. In doing so, we should avoid raising combinations of facets, which will be seldom sought.

### 34 SPEED OF SEARCH

After all, the machine should be fed with the results of facet analysis. It should also be programmed for the particular enquiry. All these have to be done by the librarians. The help of the machinery consists really in the speed of search or recall. In the case of knowledge, methodology, and exposition, the facets are not commutative. In these cases, the catalogue can avoid noises. But the machinery will draw noises and even absurd noises, unless the machine can take care of the sequences of facets. Otherwise, it will produce "Snake bites man" along with "Man bites snake".

### 35 AREA FOR MACHINE-SEARCH

But, the machinery will do good service in recalling specific data, which are commutative. They can particularly bring out the

names of substances, for example, with several properties each lying within stated intervals—say density, elasticity, colour, specific heat, electrical conductivity, etc. This kind of recall by associative memory is laborious, if not impracticable, for the human memory. The machine can do it with ease and with great speed. A similar area for machine-search in the Social Sciences should be found out.<sup>40</sup> It should probably be concerned with problems in human geography and economics or with problems involving values of various kinds.

#### 4 Translation Service

In India, the demand for translation from any language is not likely to justify, for many years, the employment of a team of translators on a full-time salary basis. The economical way will be to get the translation done on piecework basis by a panel of private translators and to get the translation edited by a small permanent staff of translators. The work of translation will be more difficult in the case of Social Sciences than in the case of Natural Sciences. This is partly due to less of precision in the documents in the Social Sciences and the terminology in them being unsettled. There is likely to be more verbosity, refraction, and fuzziness. To compensate for this, the demand for translation is likely to be less in the Social Sciences than in the Natural Sciences and their application.

#### 5 Organization

The organization for documentation in the Social Sciences is more difficult than in the Natural Sciences. The definition or the spotting out of learned periodicals is more difficult in the Social Sciences. Therefore, many periodicals outside strictly learned periodicals will have to be searched. Emotions on the part of the creator of the documents as well as their searcher will also cause difficulty. All the same, the organization of statistical data should be free from these difficulties, except that statistics may not all be presented in different documents on a comparable basis.



## CHAPTER L

### DOCUMENTATION AND THE SOCIAL SCIENCES

P N Kaula

[Need for documentation service is underlined. Defines documentation and examines its three constituents, viz Documentation Work, Documentation Service and Translation Service. Work done at the international level and in India is reviewed. Documentation problems and the scope of documentation are discussed. The establishment of a National Documentation Centre in India is recommended]

#### 0 Introduction

ACCORDING to the Five Laws of Library Science, it is obligatory for a library to make books available to readers in the least possible time. With increase in research and subject specialization, it has also become obligatory for a library to make all recorded materials available not only from its own resources but even from outside the library. The emphasis has also shifted from macro literature to micro literature. In fact, special libraries—such as government departmental libraries, business libraries, technical libraries—have come into existence. In these libraries, the efficiency of the staff depends on the introduction of intensive reference service, documentation, and bibliographical work. The emphasis has shifted from mere book-service to documentation service which emphasizes service of micro literature.

#### 1 Definition

##### 11 EXTREMES

Documentation is a concept which has caused much confusion. Some have defined documentation as bibliography-building with emphasis on micro literature. Others have taken it to be bibliography-building plus mechanical reproduction of documents. A few hold the view that book production and library service itself should come under its scope.

##### 12 RANGANATHAN

Ranganathan, being conscious of this conflicting interpretation

of the term, has made a clear-cut demarcation between "documentation work" and "documentation service". According to him, "Documentation may be taken to include Documentation Work (=the old bibliography-building) *plus* Documentation Service (=reproduction of any reading material needed by a reader). . . . In other words it should be taken as a new term for a certain partial comprehension of the sectors in library science, etc. This partial comprehension covers the old 'Bibliography-building' and the new 'Mechanical reproduction of specific pieces of writing'."<sup>41</sup>

### 13 BRADFORD

The late S C Bradford does not make this clear-cut distinction. He, however, includes both these concepts in his definition. He calls documentation work the art of documentation which, according to him, is the art of collecting, classifying, and making readily accessible the records of all kinds of intellectual activity.<sup>42</sup> He defines documentation as the process of collecting and subject-classifying all the records of new observations and making them available at need, to the discoverer or inventor.

### 14 MEANING OF DOCUMENTATION

Documentation may be defined as the process of locating, collecting, ordered presentation, and serving of micro literature. It does include the two types of work as analyzed by Ranganathan—Documentation Work and Documentation Service.

### 2 Documentation Work

Documentation work is comprised of the following processes:

- |                          |                    |
|--------------------------|--------------------|
| 1 Locating the document; | 3 Classifying; and |
| 2 Abstracting;           | 4 Cataloguing.     |

### 21 LOCATING

The document has to be located in a periodical, newspaper or any other host document. After finding the material either from the contents or by going through the entire host document, the article, note, or news has to be marked out for further technical work.

## 22 ABSTRACTING

There is no need to emphasize the importance of abstracting work. The existence of abstracting periodicals in various fields has helped the research worker to search through the literature on a particular subject in a very short time without waiting or calling for the original material. Hence abstracting has to be done carefully and, for that, the documentalist should have specialized knowledge of the subject to be documented.

## 23 CLASSIFICATION

Classification is the very foundation of documentation work. No documentation work is possible unless the material documented is minutely classified to represent its thought-content. The depth of the subject in micro literature will automatically require a scheme of depth classification. The two classification schemes used for documentation work are the Universal Decimal Classification and the Colon Classification. But it has been universally accepted that a classification based on a multi-dimensional approach is best suited for the purpose. In other words, a faceted-scheme of classification should be adopted for documentation work. This view has also been expressed by Herbert Coblans<sup>43</sup> very recently. The International Study Conference on Classification for Information Retrieval held at Dorking (England) in May 1957 has accepted facet-analysis as a sound basis for a scheme of classification. The only scheme designed on faceted pattern is the Colon Classification. It should, therefore, be adopted for documentation work. The suitability of this scheme to documentation work has been examined by Ranganathan in his paper *Colon classification and its approach to documentation*.<sup>44</sup>

## 24 CATALOGUING

Entries have to be in a classified sequence and so they should be based on the principles of a classified catalogue. The only classified catalogue code providing for the rules of documentation entries is the *Classified catalogue code*.<sup>45</sup>

## 241 Featuring

This is essential in documentation work as it gives the class headings to the documentation list. Minute featuring based on

the Chain Procedure helps in finding out, in one sweep of the eye, the subject, its sections, and subsections.

#### 242 Indexing

In a documentation list, entries in the classified sequence should be marked serially. An index to these entries should be prepared and provided in the beginning making reference to Entry Numbers.

#### 243 Listing and Filing

The documentation work has finally to be brought out in the form of a list or a catalogue. The documentation cards should be filed in the documentation cabinet.

### 3 Documentation Service

#### 31 DOCUMENT TO BE SERVED

The document to be served may or may not be available in the library serving the specialist reader. If it is not available, it may have to be got through inter-library loan. But the document may be too rare to be sent out. In that case a mechanically reproduced copy may have to be got. Even if the document is in the library, the reader may wish to own a copy. In either case, a copy of the document will have to be reproduced.

#### 32 REPRODUCTION WORK

Documentary reproduction may be one of the following kinds:

- |              |                  |
|--------------|------------------|
| 1 Facsimile; | 3 Microfilm; and |
| 2 Photostat; | 4 Micro-card.    |

A documentation centre and a library doing documentation work should be provided with the equipment necessary for duplication, such as cyclostyling, and photocopying.

### 4 Field of Documentation

#### 41 NATURAL SCIENCES vs SOCIAL SCIENCES

The field of knowledge has been easily but correctly divided

into broad fields of specialization such as the Natural Sciences, the Humanities, and the Social Sciences. The Natural Sciences are better provided with documentation facilities than the Humanities and the Social Sciences. There are several reasons for this. These may be enumerated as under:

- 1 The demand for documentation is less in the Social Sciences than in the Natural Sciences.
- 2 Sufficient financial aid is not forthcoming.
- 3 Individual rather than cooperative research is the general rule.
- 4 Publications retain value for longer periods than in the Natural Sciences. There is therefore less emphasis on nascent thought.
- 5 The field of study has not been defined properly. Scholars disagree on the scope of the subject. There are disputed areas such as social psychology, ethnology and anthropology. Some even exclude law.
- 6 Absence of any standard vocabulary on the subject. There are several synonymous terms.
- 7 Absence of a scheme of depth classification.

#### 42 WORK AT THE INTERNATIONAL LEVEL

Unesco is recently giving importance to this subject. To overcome some of the difficulties, it has given priority to the formation of a vocabulary in this field. Exploratory work on behalf of Unesco is being done by the International Committee for Social Science Documentation. A permanent body—Committee for the Coordination of Social Science Documentation—has also been brought into existence. This committee gives financial and technical aid on behalf of the Unesco to organizations engaged in this work; enables other bodies to start and continue this work; eliminates duplication of work and conducts surveys in various subjects in this field. Unesco has also set up research centres in the Social Sciences which are bringing out bibliographical lists. The United Nations Library, the International Labour Office, and several other Specialized Agencies are issuing documentation lists.

## 43 ACTIVITIES IN INDIA

## 431 In Sciences

Documentation activities have been of recent development in India. In the field of Natural Sciences, Indsoc has been doing systematic documentation. Some other scientific organizations have also taken up this work. The Council of Scientific and Industrial Research has started this work very recently. The Central Water and Power Commission has been doing documentation work in the field of irrigation. The Defence Science Organization, New Delhi, the Ahmedabad Textile Industry's Research Association, Ahmedabad, and the Indian Statistical Institute at Calcutta are also doing documentation work.

## 432 In the Social Sciences

In the field of Social Sciences, the Unesco Research Centre at Calcutta has been engaged in bibliographical activities for South Asia region. Recently, government departmental libraries and the Lok Sabha Secretariat have also taken up documentation work as part of their regular routine. The Ministry of Labour Library has been doing systematic documentation work in labour economics and allied problems. The Indian Council of World Affairs Library is doing useful work on documentation in international affairs. We give below the names of documentation lists brought out by the above-mentioned institutions:

- 1 *South Asia social science bibliography* (Unesco, Research Centre on the Social Implications of Industrialization in Southern Asia). 1952—
- 2 *Research information bulletin: Social science research projects in Southern Asia* (Unesco, Research Centre on the Social Implications of Industrialization in Southern Asia). 1956—
- 3 *Select articles on current affairs* (Indian Council of World Affairs, Library). 1956—
- 4 *Documents on Asian affairs: Select bibliography* (Indian Council of World Affairs, Library). 1957—
- 5 India. Lok Sabha Secretariat. *List of publications (periodical or ad hoc) issued by various Ministries of the Government of India*, ed 3, 1958.

- 6 India, Labour and Employment (Ministry of-), Library. *Labour literature: A bibliography*, 1951-57. 1957. Supp 1-3. 1957-59.
- 7 Documentation of labour [India, Labour and Employment (Ministry of-), Library]. 1951—

The other Delhi libraries doing documentation work are the following:

- 1 Ministry of Commerce and Industry Library;
- 2 Central Educational Library;
- 3 Ministry of Law Library;
- 4 Planning Commission Library; and
- 5 Ministry of Finance Library.

#### 433 Abstracting Services

Many libraries engaged in documentation work are bringing out periodical documentation lists. Abstracting is done by the Central Educational Library, Indian Institute of Public Administration, Central Water and Power Commission, National Buildings Organization and the Lok Sabha Secretariat. In the first two institutions, the abstracting work is done by librarians. In the others, separate subject-specialists have been appointed to do this work. The Unesco Research Centre at Calcutta has been issuing *Social science abstracts* since 1952. The documentation lists of several libraries do not conform to the standard practice for documentation work.

#### 5 Documentation Problems

There are several problems to be tackled in documentation. These problems are common to all subjects. Most of these problems were discussed in a symposium published in *Report on bibliographical service* prepared by the Indian Working Party of the International Bibliographical Survey and submitted to the Unesco in 1950<sup>46</sup> and in *Public library provision and documentation problems*<sup>47</sup>. The Unesco has also conducted a survey on special libraries through Eugene Egger and D J Urquhart in 1957 assessing the need and work of documentation work, for discussion at the General Conference of the Unesco in December 1958.

## 51 PROBLEMS IN DOCUMENTATION WORK

The following factors have to be considered for systematic documentation work in the Social Sciences:

- |             |                |
|-------------|----------------|
| 1 Language; | 3 Subject; and |
| 2 Script;   | 4 Technique.   |

## 511 Language and Script

Since the bulk of the literature in this field is in the English language, it would be desirable to have documentation work in the English language for the present. The entries from material in Indian languages should be brought into the same sequence by transliteration. Roman script should, therefore, be adopted for this purpose.

## 512 Subject

The field has to be explored by finding out the periodicals currently published in India and outside, and taken by libraries in India. The analysis should be on a language, subject, and country basis on the lines indicated in *Public library provision and documentation problems*.<sup>48</sup> This is necessary to assess the periodical literature in this field. The documentation lists should have to be current and open as well as retrospective up to a period and thereafter current and open.

## 513 Technique

Techniques may be enumerated as under:

- 1 Abstracting;    2 Classification; and    3 Cataloguing.

## 5131 ABSTRACTING

Abstracting has to be done carefully because the literature is of a diffused nature. Abstracting periodicals in the field should be examined so that abstracting of the materials included in them is not repeated. The following points also should be considered:

- 1 Who should do abstracting? Whether a subject specialist or a professional librarian with the background knowledge of the subject is required for abstracting.



- 2 What to abstract? Whether there should be abstracting of selected materials only or of every documented material.
- 3 When to abstract? Is it helpful to abstract the material before classification?

#### 514 Classification

Further investigation in faceted classification is necessary. In the field of Social Sciences, there are no separate schedules in UDC. "There has been no urge (in UDC) for comprehensive subject indexes from experts in the fields of knowledge other than those of sciences and technology."<sup>49</sup>

#### 52 PROBLEMS IN DOCUMENTATION SERVICE

Each library cannot have mechanical devices for reproduction of documents. Translation service is not possible by the technical staff of a library. The national centre alone can do it. In the absence of such a centre, some other steps should be taken to meet this situation. This needs investigation. The Indian Standards Institution has already standardized some of the techniques connected with documentation.

#### 6 Scope of Documentation

Documentation has become essential for exact and up-to-date information from recorded micro literature. But so far only the obvious forms of micro literature have been included in documentation work. Certain untapped information has not been included in it. Even in the compilation of bibliographies, these sources are not usually tapped. The information can be had from the following materials:

- 1 Symposia and similar compilation brought out as a volume;
- 2 Publications containing speeches, debates, etc;
- 3 Chapters and sections of publications on different subjects;
- 4 Reviews of publications; and
- 5 Tape-recorded material.

In order to have a complete range of recorded micro literature, it is necessary to tap information from the above-mentioned materials.

## 7 Agency for Documentation

### 71 NATIONAL DOCUMENTATION CENTRE

The National Central Library will have its Documentation Wing. It will be the National Documentation Centre. It is at this centre that centralized documentation will be done. There are several advantages in doing it at the National Central Library. It will document all micro documents published in the country because of its copyright privileges. It will economize the work, since several libraries or agencies doing it may be only duplicating the work. The technique can be uniform and based on accepted standards. The concentration on technical processes with specialization in various fields will ultimately help in improving the techniques employed for documentation work. Pre-natal documentation work may be undertaken by the National Central Library.

### 72 UNESCO'S PART

Unesco itself is anxious to start and help documentation in the Social Sciences. It has already established a Research Centre for South Asia at Calcutta. There is need to start a separate centre for India in this field just like Indoc in the field of Pure and Natural Sciences. The Unesco should help India to build that centre in the near future.

## CHAPTER M

### DOCUMENTATION AND UNESCO'S ACTIVITIES

Thakor R Shah

[Emphasizes the role of documentation resulting from the specialization of knowledge. Examines problems in Social Science documentation and terminology. Lays stress on team-work in research. Describes the activities of the Unesco Coordinating Committee to encourage documentation. Lists bibliographical services in the Social Sciences rendered by Unesco, with special reference to South Asia. Makes recommendations about their improvement]

#### 1 Documentation

##### 11 ROLE OF DOCUMENTATION

THE scope of the Social Sciences is continuously on the increase. Research in various disciplines of Social Sciences—namely, economics, political science, social anthropology, social psychology, sociology and others—is to-day no more confined to the geographical boundaries of individual nations. It has assumed an international character inasmuch as the social scientists of one nation are interested in the development of their respective disciplines, not only in their own country, but also in other countries.

##### 12 EFFECT OF SPECIALIZATION

The modern development of the Social Sciences has led to a high degree of specialization. While the different disciplines of Social Sciences have assumed the status of highly specialized fields of knowledge, it has at the same time become virtually impossible for the social scientists to be proficient in more than one or two. For example, an economist trying to develop a general theory of economic growth in underdeveloped countries will have to be aware of the social and cultural peculiarities of the countries of this type. As he cannot be expected specially to acquire expertise in fields which are essentially sociological, he will have to draw upon the work done by specialists in that field.

### 13 NEED FOR DOCUMENTATION

This specialization of knowledge has thrown out a challenge to the services traditionally rendered by the library. Besides collection of books, libraries are expected to provide micro literature on specific topics as well as any other relevant information. The aim here is not only to facilitate but also to help economize a scholar's labours, and avoid possible duplication of work by providing the information on similar work undertaken elsewhere. To meet these needs librarians have devised certain techniques which are collectively known as documentation. Documentation is concerned with the "ordered presentation, organization, and communication of recorded specialized knowledge".<sup>50</sup> This imposes new functions upon the traditional librarian who is now generally expected to prepare bibliographies, various types of indexes, abstracts, reviews, and surveys.<sup>51</sup>

### 14 DIFFICULTIES OF TERMINOLOGY

Documentation in the Social Sciences is not without its special problems. In the Natural Sciences, for instance, its importance for linking disciplines has been enormous. It should, however, be remembered that the precision of scientific terminology, assisted by experiments often expressed in mathematical form, has made the work of documentation relatively easy in the Natural Sciences. By contrast, the terminology in the Social Sciences is notoriously vague and, what is worse, the great variety of social, political, and cultural factors have given different meanings to what appear to be identical terms. Whilst it must be admitted that it is not the task of documentation to overcome this difficulty, it can make some contribution towards clarity by offering as great a choice as possible to the social scientist. In this respect the techniques of cross reference index entry and chain procedure<sup>52</sup> will prove to be of great use.

#### 141 Terminology Project

Attempts are made to arrive at more generally acceptable definitions and Unesco's *Terminology project* has made a beginning towards this end. The results of this project, when available, will be published by Unesco.

### 15 TEAM WORK IN RESEARCH

Enough has been said about the usefulness of documentation as

such. And yet by talking somewhat glibly about the contributions that documentation has made to research, we tend as a rule to ignore that the well-organized accumulation of material and the technical devices used to make it accessible do not exhaust its full potentialities. The increasing specialization in the Social Sciences has imposed upon the preliminary steps of collecting material such a complicated technique that many research workers are defeated by it. The response to these difficulties has been the introduction of group research, in which the collection of material can be divided rationally between the participants. But an average graduate is not as a rule a member of a research team nor has he the experience and initiative to gather sufficient material for the successful completion of an original study. Whatever the usefulness of documentation centres, their full utilization can only be achieved through the active co-operation and intellectual assistance extended by the staff of the documentation centres themselves. The need for such assistance is particularly pressing in underdeveloped countries where, as Professor Shils has pointed out, libraries are poor and academic staff "have little time, facilities, or energy for research"<sup>43</sup>, and where there is little encouragement to initiative in the search for sources and little training in the discrimination between primary and secondary material. To overcome these difficulties, the staff of documentation centres should, in addition to the traditional library services, be able to extend active assistance to the researchers themselves; they should, in fact, be partners in the research undertaken. This presupposes a fair degree of advanced training in the Social Sciences. One of the problems that arises is, therefore, to guarantee an adequate supply of highly-trained personnel prepared to take up work in documentation centres.

#### 16 SCOPE OF THE PAPER

With this short introduction to the role of documentation in the Social Sciences, I shall outline briefly the international efforts that are being made towards providing this service to the social scientists of the world. Our aim here is to describe rather than to analyze.

#### 2 Unesco's Activities

One of Unesco's main objectives is to aid the development

of science and scientific research. Improvement in the documentation service of a science is believed to be resulting in the advancement of that science. With this in view, as also the comparatively much less developed condition of documentation in the Social Sciences, the General Conference of Unesco, which met in Paris in 1948, expanding on an earlier resolution instructed the Director-General to "aid and develop the exchange of information in the field of Social Sciences, by all possible methods, including the promotion of suitable abstracting service".

#### 21 COMMITTEE OF EXPERTS

In pursuance of this resolution, the Director-General called a meeting of experts in various disciplines of Social Sciences and in documentation techniques, in November 1948, to study the problem. This meeting emphasized the need for international cooperation in this field and passed several resolutions. A second meeting of experts was called again in 1949 with this specific term of reference "to study the present state of documentation services in Social Sciences, and to make recommendations for the development and improvement of such services".

#### 22 EXPERIENCE IN NATURAL SCIENCES

To begin with, this meeting recognized that the material to be documented for social scientists varies considerably in nature than that required by natural scientists. Moreover, problems of each discipline within the group of Social Sciences also differ from each other. For example, requirements of a specialist in international relations would be different from those of an economist. These features make documentation in the Social Sciences a separate category. Nevertheless, the techniques developed by documentalists in the Natural Sciences should not be ignored.

#### 23 THE PROBLEM IN SOCIAL SCIENCES

It was also recognized that due to this varying nature of material required by different disciplines, it will not be possible to frame rules of documentation applicable generally to them all. It was then decided to consult the five international associations, namely the International Committee of Comparative Law (now known as the International Association of Legal Science), the International

Economic Association, the International Sociological Association, the International Political Science Association and the International Studies Conference (precursor to the International Social Science Council), and to make them responsible for prescribing their respective requirements.

#### 24 INVENTORY

The other point which emerged from the deliberations of the experts was that any attempts made at the international level should in no way compete with or duplicate the work done by the existing national agencies already in the field. The instance of *Population index* and *Psychological abstracts* could here be cited. However, it was recognized that the then existing services were inadequate inasmuch as they did not cover the whole field of the Social Sciences; there was a certain amount of overlapping resulting from lack of coordination between these services; and a variety of forms, methods and aims were found. It was decided that Unesco's secretariat should undertake a survey of such existing publications, which was later published as *Selected inventory of periodical publications of documentation in social sciences* (1951).

#### 25 AVAILABILITY OF DOCUMENTS

The availability of documents was also discussed by the experts. For, without a social scientist being able to consult the documents about which he is made aware by the documentation service, the information could not be of much use to him. On the contrary, this inaccessibility may cause him to regret the fact that such good material on his subject of study exists but he is unable to utilize it. Only large libraries, adequately financed and staffed, could hope to provide such a comprehensive service. Increasing use of microfilms was suggested as a remedy. In this respect Unesco's Book Coupons scheme, which unfortunately is sacrificed in India at the altar of foreign exchange crisis, can be of great assistance. But even for a large special library like that of the London School of Economics, it is an unresolved problem how to obtain some of the important foreign documents for which no lists or other aids exist.

#### 3 Coordinating Committee

With the awareness of these problems, the experts recommended

the establishment of a coordinating committee at the international level and for the Social Sciences as a whole, rather than encouraging national groups and for each discipline within the Social Sciences. The immediate task set before such a committee was to encourage further the existing agencies to bring about more cohesion and technical uniformity, and encourage coordination among the various services. It was recognized that although the existing services were national, in the sense that they were published by agencies which are national in character, and the persons engaged therein have the national purpose in mind; nevertheless, they were all international so far as the users were concerned, and the material documented was also international in character.

### 31 FUNCTIONS

With these discussions and resolutions in mind, the Coordinating Committee was established in 1950, consisting of one representative each of the five international associations and a joint representative of Federation Internationale de Documentation (FID) and International Federation of Library Associations (IFLA). Its main function was to encourage attempts at Social Science documentation by providing technical services, by keeping contacts with various agencies having such service or others which were likely to be newly formed. On the financial side, Unesco put at its disposal a certain sum of money to be given as subventions to other national agencies whose plans were approved and supervised by the Committee. However, it is not intended that the Committee should assume full responsibility or gain control over any national agency to which assistance, financial or technical, was granted. It was also empowered to publish or cause to be published "guides, manuals, directories, indexes, etc which seem needful for developing Social Science documentation and to study the possibility of preparing general bibliographical services for Social Science as a whole".

### 32 FIRST ACTIVITIES

At its first meeting in November 1951, the Committee approved grants to the

- 1 International Economic Association for a project to pub-



lish translations of articles originally published in little-used languages (*International economic papers*); and

- 2 International Political Science Association and International Abstracting Service for a joint project on *International political science abstracts* which is being published since 1950.

### 33 PUBLICATIONS

During the last few years Unesco has supported and the Committee assisted various international associations in the preparation and publication of the following documentation tools:

- 1 *International political science abstracts* appearing since 1950 has by now established itself and, after making various experiments with regard to the lay-out, rendering of entries and classification scheme used, earned the respect of its users.
- 2 *Current sociology* was first published in 1951 with Unesco's aid and in collaboration with the International Sociological Association. The first volume of the *International bibliography of sociology* was published in its issues. Also published in the issues of *Current sociology* was the first *Trend report* analyzing the literature produced during the last several years on a particular topic. It is thus much more than an annotated bibliography on a selected topic. The first topic chosen for such report was *Social consequences of technological change*. Beginning with 1958, *Current sociology* is now published by Basil Blackwell, Oxford, under the exclusive responsibility of the International Sociological Association.
- 3 A survey of legal documents in the world was undertaken in 1952 by the International Committee of Comparative Law and was published by Unesco in 1953 as *A register of legal documentation in the world*.
- 4 The International Political Science Association was entrusted with the preparation of an *International bibliography of political science* which was first issued in 1952. This is now in its fifth year of publication.
- 5 *International repertory of social science documentation centres* was prepared in collaboration with Unesco and was published in 1952.
- 6 *Bibliography of social science publications in the Middle East*

was prepared in collaboration with the Unesco's field office in Cairo, which is being published since 1952 by that office.

- 7 The first volume of the *International bibliography of social and cultural anthropology* covering literature on the subject published in 1955 was prepared by the Committee in collaboration with the International Congress of Anthropological and Ethnological Sciences and was published in 1958.
- 8 Although the publication of *South Asia social science abstracts* by the Unesco's field office in Delhi was started independently of the Committee in 1952, later on collaboration was achieved and an exchange of abstracts with the *Political science abstracts* was established. This is currently being published by the Unesco Research Centre at Calcutta.

#### 4 International Committee

Having established itself on a firm footing, the Committee gained full consultative status with Unesco. Its name was changed in 1953 to International Committee for Social Science Documentation. The Committee's membership was then enlarged to enable it to secure wider geographical representation. It was also decided to increase its contact with various national groups which were interested in its activities and secure further collaboration from them. A net-work of national correspondents was built up to give the bibliographies as wide a coverage as possible.

#### 41 DOCUMENTATION TECHNIQUE

Having gained experience from its various activities so far and particularly the preparation of the three basic bibliographies, namely *International bibliography of sociology*, *International bibliography of economics*, and *International bibliography of political science*, the Committee considered further the classification scheme used, lay-out of the entries, and use of abbreviations and transliteration. The use of the Universal Decimal Classification was contemplated but it was felt that, that would require substantial changes in the scheme as it stands at present. It was believed that perhaps the FID may not agree to such a change and consequently it was decided to continue and improve upon the scheme which they had been following so far. Certain rules regarding the lay-out and use of names of personal authors and corporate authors and style of

abbreviations used were framed in collaboration with the International Organization for Standardization.

#### 42 SINGLE vs MULTIPLE

In pursuance of its function to study the possibility of having a single bibliography of the Social Sciences as a whole, the Committee found that the user-needs were more satisfied by separate bibliographies for each discipline rather than a combined volume. At the same time it was also found that users were rather unhappy that they had to refer to bibliographies of other disciplines which were on border lines of their own, such occasions being frequent since the Social Sciences merge with one another. It was, therefore, decided to continue and systematize the practice of including such marginal entries in several bibliographies, although it was realized that such duplication would occur to an increasing extent.

#### 43 ANNOTATED BIBLIOGRAPHY

It was also felt that bibliographies of the nature of the *Trend report* were more useful. But since they were more expensive to produce, it was decided to direct the efforts to annotated bibliographies on narrow subjects.

### 5 South Asia

In 1953 the Committee diverted its attention to the countries of South Asia, and in collaboration with the Social Science Section of Unesco's South Asia Science Cooperation Office (which was merged with the Research Centre on the Social Implications of Industrialization in Southern Asia, Calcutta, in 1956), preparation of bibliographies of Social Science material, published between 1947-53 in various countries of South Asia was taken in hand; the material was ready for publication before the end of 1955. Bibliographies of Indonesia, India, Ceylon, Pakistan, Thailand, and Malaya-Singapore were prepared. It is very unfortunate that no means have been found to publish all of these bibliographies so far. This year the Indonesian Ministry of Education has published its part of it and it is hoped that the work will continue. Ceylon has made a beginning towards the publication of its bibliography and a substantial portion of it has lately appeared in the *University of Ceylon review*. Pakistan is very likely to publish it. In India also

the matter is under consideration. The idea behind undertaking the preparation of these retrospective national bibliographies was to encourage national efforts towards it and after the initial period, leave the task entirely to the national agencies.

#### 51 INDIA AND PAKISTAN

The materials from India for the various international bibliographies have been gathered and supplied to the Committee by the Social Science Section of Unesco's South Asia Science Cooperation Office till 1955 and since 1956 by the Research Centre at Calcutta. The material thus gathered has been separately published as *Social science bibliography, India*, since 1952. In the volume for 1957 Pakistan has also been included. Ceylon has been included in the volume for 1958 and the volume is now entitled *South Asia social science bibliography*. This widening of the geographical scope of the bibliography is in line with the policy of the Committee to encourage regional bibliographies in countries where bibliographical facilities are not yet developed.

#### 52 *Ad Hoc* REPORT

Besides these mainly bibliographical activities undertaken through the International Committee for Social Science Documentation, Unesco's Department of Social Science, through its Social Science Clearing House, published from time to time important information indispensable to any Social Science Documentation Centre. In the form of *Reports and papers in social science*, published occasionally since 1955, "specialist descriptive or documentary material as and when it becomes available during the execution of Unesco's programme in social sciences" is made available to users all over the world. These *Reports* not only include bibliographies on special narrow topics such as *Assistance to underdeveloped countries: An annotated bibliography* (1957) but also include informative material as *Research councils on the social sciences* (1955) or special report on *Mission on the teaching of social sciences in Pakistan*. The *International social science bulletin*, published since 1949 by the Social Science Clearing House, is also an established instrument in the field of information on research activities and the documentation issued by various agencies.

## 6 Suggestions for the Future

### 61 EXTENSION OF GEOGRAPHICAL COVERAGE

Wider geographical coverage would require increasing cooperation from the national correspondents, other agencies and individuals. With the financial resources available to the Committee at present, there is no other way to ensure this except to rely on the good wishes or voluntary help from the national agencies.

### 62 EXTENSION OF DOCUMENT COVERAGE

Equally important is the nature of material included in the bibliographies. So far they include books, periodical articles, and government publications "of lasting scientific interest". Literature appearing in weeklies and daily newspapers is generally not covered. In the case of weeklies this is less rigidly interpreted. But as the social scientist may very well know, at times literature appearing in such publications has considerable value. An extreme case could be cited where *Letters to the editor* could provide important materials or views. Another case which readily comes to mind is that of periodicals which do not necessarily and directly fall within the Social Sciences, but nevertheless contain, occasionally, material which could be indispensable to a social scientist. A more important category is the considerable amount of mimeographed literature, unpublished but circulated limitedly, issued by various institutions and containing important material, which, if published at all, will be after a lapse of a few years. Doctoral theses submitted to universities could also be cited. Empirical data collected for a research scheme could sometimes be very profitably used by others in their own studies. We are all familiar with the proceedings of various national and international conferences where important contributions are made but take considerable time before they are published, if at all. United Nations and its Specialized Agencies produce a large volume of literature which remains in mimeographed form. This list can be expanded still further.<sup>54</sup> The currently published International Bibliographies do not cover this category of literature. Attempts are made to bridge this gap, as in the case of *Theses in social sciences 1940-1950*, published by Unesco in 1952; or the *Research information bulletin* published by the Calcutta Centre, listing, with a short description, various research schemes currently

undertaken or completed by institutions and individual scholars. What is required is the continuity of these attempts.

### 63 TIME LAG

A third important problem is the time taken in the preparation and publication of bibliographical works. Bibliographical publications should be considered as important as a daily newspaper with respect to the time of publication. Delay in such publications considerably reduces their usefulness. Indexing should be a continuous, dynamic, and prompt activity. The International Committee, in this respect, is mainly dependent on its national correspondents who provide it with the basic entries included in its publications. On the part of national correspondents, this is a labour of love and except in a vast organization adequately financed, this will remain an insurmountable difficulty.

## CHAPTER N

### NEED FOR RESEARCH IN THE TECHNIQUE OF FACET-ANALYSIS AND CHAIN PROCEDURE IN SOCIAL SCIENCE DOCUMENTATION

S R Ranganathan

[Illustrates the core and the fringe of Social Sciences and the fringe regions of other basic classes with a flavour of Social Sciences. Indicates the mode of formation of the isolates of the first round first level and second level manifestations of the fundamental category Personality in the basic classes of the Social Sciences. Points out the need for building a schedule for materials and services, which may need a group notation of about 6 digits, as the number of isolates may be of the order  $10^{10}$ . Sets forth the work to be done in constructing schedules for posteriorizing common isolates of values and of the fundamental category Energy, each of which may number about 1000. States the extensive work already done on Space and Time Isolates of different levels. States the postulate assigning Space Isolates to the last round. Discusses the consequences of this postulate]

#### 1 Introduction

##### 11 ALIEN FIELD

THE field of Social Sciences is the study of men in groups. This is in contradistinction to the study of the individual man. In the study of the latter, there are two fields. One is concerned with the human body as a living organism—its anatomy, physiology, diseases, ecology or public health and hygiene, ontogeny, and its state of fitness. This field is called Medicine. The second field is concerned with the human mind—primary sensations with their physical correlates, cognition, thinking, emotion, conation, and personality. These two fields are definitely outside that of the Social Sciences. So also with the mystic and spiritual experience. This is essentially individualistic. The Natural Sciences and their application are outside too.

##### 12 INNER FIELD

Political Science, Economics, Sociology and Law are definitely

concerned with the interrelation of men and groups of men. Artifacts are closely correlated to social groups. So are certain cultural activities. These are, therefore, taken to fall within the field of Social Sciences. The bodily characteristics of the members of each social group—beginning with the family and ranging towards large ethnic groups stretching across many national groups—have distinctive and more or less recognizable elements. Their study is called Anthropometry. This too is taken to fall within the field of Social Sciences. History of all kinds—political, economic, social, and legal—may be purely descriptive or interpretative to a varying degree, of the known social facts. This too should be taken to fall within the field of Social Sciences.

### 13 OUTER FRINGE OF SOCIAL SCIENCES

But in the practice of today, the inclusion of Law in the inner field of Social Sciences is doubtful. So also is the case with the Pure Science of Economics. But it is not so with Political Science. Even here, however, it was not consciously looked upon as a Social Science till about a century ago. It was largely pursued by philosophers. Ethics is another discipline of social origin. And yet, it is traditionally caught up in the field of Philosophy. Of course, any discipline admits of philosophizing. Thus there is an inner field and an outer fringe in the Social Sciences.

### 14 AMPHIBIOUS DISCIPLINES

There is an outer fringe in many other disciplines, with a touch of Social Sciences. Linguistics is an instance. Language is essentially a product and means of intercourse among men in society. Still the inner field of Linguistics is not taken to form part of the Social Sciences. There is, however, an outer fringe of Linguistics overlapping the outer fringe of the Social Sciences. There is an even clearer distinction in Religion. For Religion is, in a sense, distinctly individualistic. And yet, it is overgrown voluptuously with group-practices and group-organizations. Indeed, literary warrant is relatively poor in individualistic religion. In spite of this, the overlapping of the outer fringes of Religion and Social Sciences is not much recognized as belonging to the Social Sciences, except in respect of the so-called primitive religion and magic. All these are amphibious disciplines.



## 15 FLAVOUR OF SOCIAL SCIENCES

Fine Arts, Literature, and Philosophy have profound effect, not only on individuals, but also on social groups—beginning with the family and ranging towards large ethnic groups. And yet, these are not taken to belong to the field of Social Sciences, except, perhaps, in respect of the so-called folk-music, folk-dance and folklore. Even these are believed by some to have nothing more than the flavour of Social Sciences. Education and Group or Social Psychology have a similar relation to the field of Social Sciences. The treatment of any Natural Science, taken in general terms, may also admit of the flavour of Social Sciences.

## 16 NEW DISCIPLINES

New disciplines are gaining in literary warrant; Museology, Journalism, Book Science, Standardization, Management Science, Communication Science, Conduct of Meetings, and Library Science are examples. They are mostly of social origin. They evolve in the setting of social relations of men in groups. And yet not all of these are taken to belong to the inner field of the Social Sciences. Perhaps they can all be taken to belong to the outer fringe of Social Sciences.

## 17 CURRENT PRACTICE

Whatever be the difficulty in coming to an agreement with the strict contents of Social Sciences, it consists of several disciplines, each being recognized as a main class in the enumeration made by the current schemes of classification. "Social Sciences" is, thus, a class of partial comprehension of Main Classes in DC, and therefore in UDC also, though the main class History is not included in it. Indeed, it is far removed from it. For, their respective class numbers are 3 and 9. In CC too, "Social Sciences" is enumerated as a class of Partial Comprehension of main classes. It is placed at the head of all the main classes falling within its inner field or touching its outer fringe. Its class number is the Greek letter  $\Sigma$  (Sigma). In ordinal value it is defined to be between S and T. S is the class number for Psychology. T is the class number for Education. Then follow:

U Geography	X Economics
V History	Y Sociology
W Political Science	Z Law

## 18 THE REAL PROBLEM

The real problem in classification is neither the strict definition of "Social Sciences" nor the sequence of its main classes. Opinion in respect of these is bound to vary from time to time. Service to readers will not be affected by this. The real problem is twofold. One of them is the facet analysis of each of its main classes. The other is the position of the space facet, in relation to other facets, in the synthesis of the facets of a document in the process of building its class number. We shall consider these two real problems. The partial comprehension "Social Sciences" may not admit of [P], [M], or [E]. Its subclasses of first order are only canonical classes.<sup>55</sup> These are enumerated at the end of section 17. As literary warrant goes today, facet analysis arises only in these canonical classes.

## 2 Personality Facet

It is not difficult to agree upon and to recognize the manifestation of the fundamental category Personality in any of the canonical classes of Social Sciences.

## 21 [1P1]

The manifestation of Personality in the first level of the first round is the easiest to agree upon and to recognize. We shall, as usual, denote it by [1P1]. Here is a table of [1P1] for the different basic classes.

<i>Basic class</i>	[1P1]	<i>Isolates got by</i>
Education	Educand	Enumeration
History	Community	Geographical Device
Political Science	Type of State	Enumeration
Economics	Enterprise	Enumeration
Sociology	Social Group	Enumeration
Law	Community	Geographical or Subject Device

## 211 Higher Order Arrays of [1P1]

The isolates in the arrays of the second and higher orders of [1P1] of each of the basic classes are got by enumeration in the case

of those with considerable literary warrant. In the case of the others they are got mostly by the subject device. Occasionally, geographical device has to be used. The isolates of the ethnic groups in Sociology are examples.

### 212 Implementation

The results in 21 and 211 are the findings in the idea plane. These are implemented by CC, DC, and UDC. The Packet Notation of CC<sup>56</sup> frees the use of subject device from the incidence of any ambiguity in the notational plane. FID/CA (=The Committee on the General Theory of Classification of the International Federation for Documentation) has recommended the adoption of packet notation in UDC also, in order to achieve a similar result.<sup>57</sup> It is a convenient device. Its absence in DC restricts the freedom in applying subject device. Apart from this loss of freedom, homonyms may also occur among the class numbers in spite of careful specification by the classificationist.

### 213 Sociology

In Sociology, the isolates in the array of order 1 of [1P1] are really quasi-isolates in CC. That is, they are characteristics forming the basis for the formation of the isolates in arrays of order 2. The isolates in these arrays are got by enumeration, showing respect to the Canon of Scheduled Mnemonics<sup>58</sup> whenever feasible.

### 214 Economics

The enterprises, forming isolates in [1P1] of the basic class Economics, are innumerable. Of course, at the level of macro thought, literary warrant exists only for the classical enterprises such as Communication; Transport; Commerce; Private Finance, Public Finance; Insurance; and Industry. The innumerable enterprises are really hidden under the isolate "Industry" in the array of order 1. They have to be enumerated in the arrays of order 2 with the isolate "Industry" as the immediate universe. They will be made of

- 1 Raw materials;
- 2 Intermediate commodities of all removes from 1;
- 3 Ultimate commodities; and
- 4 Services.

These isolates will be needed also in the Applied Sciences—such as Engineering, Technology, Agriculture, Animal Husbandry, and Useful Arts consisting of the diverse arts and crafts. Their number has been estimated to be of the order  $10^{10}$ . Day after day, literary warrant is developing on the enterprises, comprehending groups of related commodities and services.

#### 215 Group Notation

Their numerousness obviously calls for Group Notation.<sup>59</sup> With the aid of Mixed Notation, the number of digits in the isolate number of many of the ultimate commodities and services can be made to be with 6 digits. But, literary warrant creeps over certain utility groups, before it reaches ultimate commodities and services. Therefore, with the aid of both *a priori* considerations and of literary warrant, the groups of order 1, 2, 3, 4 and 5 should be formed along helpful lines.

#### 216 Customs Purposes

The enumeration of raw materials, intermediate commodities, and ultimate commodities had long ago become necessary for customs purposes. Some spade work has therefore been done already in making a schedule of materials for the purposes of customs duties. Even some notation has been devised.<sup>60</sup> But, this schedule has not, obviously, had in view the needs of depth classification for documentation work. However, the customs schedules can be ploughed into the research needed in the construction of the schedule for materials and services for pin-pointed documentation work and service.

### 22 [1P2]

#### 221 History and Political Science

In the Biological Sciences and in the application of Physical Sciences—such as Engineering, Technology, and many of the Useful Arts—the concept of “Organ” functions has worked well in recognizing successive levels of [P]. The same concept of “Organ” is equally of help in History and Political Science. There is, however, one difference. In the Natural Sciences, the typical entity of the universe of classification is concrete. It is, therefore, easy to recognize the organs by sight; and it is not difficult to arrive at

a convention in regard to the steps arising in the application of the Canon of Modulation<sup>61</sup>—or in regard to the Degree of Resolution to be reached at each level of [P]. But in History and Political Science, the organs of different levels have to be got from the constitutions concerned.

### 222 Examples of [1P2]

Here are some examples to illustrate the statements in 22:

<i>Basic class</i>	[1P1]	[1P2]	<i>Isolates got by</i>
Engineering	Building	Foundation Floor Wall Pillar Second Floor Roof	Enumeration based on spatial contiguity and on upward movement
Engineering	Bicycle	Wheel Axle Gear Frame Seat Handle	Enumeration based on spatial contiguity and on upward movement
Botany	Plant	Root Stem Leaf Flower Fruit Seed	Enumeration based on spatial contiguity and on upward movement and based also on Time sequence
History	India (and similarly for other areas)	President Cabinet Parliament Party Citizens Local Bodies Judiciary Civil Service	Enumeration

<i>Basic class</i>	[1P1]	[1P2]	<i>Isolates got by</i>
Political Science	Democracy	President Cabinet Parliament Party Citizens Local Bodies Judiciary Civil Service	Enumeration

### 223 Sequence of Isolates

The mechanization of the sequence of the isolates in the Natural Sciences can be easily seen. It is to move systematically up a line or along a line. This approximates to seminal mnemonics. But, the sequence cannot be so mechanized in History and Political Science. The guiding principle for the sequence implied in 22 may be stated as follows.

As we go down from "President" to "Citizen", there is increasing diffusion of sovereignty, and more or less decreasing incidence of power. No principle can be found behind the enumeration of the other three isolates. They are got in CC by the Canon of Seminal Mnemonics.<sup>62</sup> This is virtually an influence of the notational plane. "8" is the mnemonic digit for "Management". "Civil Service" is, therefore, assigned the eighth place. "7" is the mnemonic digit for "Personality" and individuality. "Judiciary" is taken to be the locus of personality and individuality, expected to be least hampered by political expediencies, usually affecting the other organs. Thus, "Judiciary" is assigned the seventh place. The residual sixth place is given to the residual isolate idea "Local Body".

### 224 Law

The organs of the corpus of the legal system of a community may be taken to consist of the different major areas of Law such as Legal Person, Property, Contract, Tort, Crime, Conflict of Laws, Cause of Action, Court, Interpretation, Evidence, Remedy, and Document. After trial and error in between the successive editions, CC has found it helpful to enumerate the isolates in [1P2]

as shown above. It is difficult to find any compelling principle behind the above enumeration. And yet, alphabetical arrangement cannot be resorted to. This is due to two reasons. First, there are no international terms to denote them. Therefore, the alphabetical schedule will not be available for universal use. Secondly, some more helpful sequence than alphabetical sequence is possible.

### 225 Education

In the main class Education, the constituents of a school or a class may be taken as the isolates in [1P2]. Possible isolates are:

Top management	Monitor
Headmaster	Student
Teacher	Attendant

### 226 Sociology

DC, and therefore UDC, has not developed the schedules of Sociology in any considerable detail. CC has given more details. But it has come across difficulty in the enumeration of the isolates of [1P2]. Literary warrant does not give a clear indication of a helpful isolation or enumeration of the isolates in [1P2]. Can we find an analogy of "organ" applicable to the different kinds of social groups enumerated in [1P1]? For example, we should like to know of the organs in each of the following social groups:

Rural community	Aristocracy
Urban community	Middle class
Nation as a social group	Labour class
The diverse vocations	The diverse ethnic groups
Royalty	

We may regard the isolates in [1P1] more generally as groups arising out of:

Age	Occupation
Sex	Birth
Residence	Language etc

Perhaps, each of many of the isolates in [1P1] may occur as isolates

in the [1P2] of the others. This conjecture is made after many years of struggle, in the light of a slowly emerging literary warrant. Much of investigation and experiment is called for in this region. Shri Trivedi of the Tata Institute of Social Sciences is investigating a sector of this problem.

### 23 [1P3]

Literary warrant has developed sufficiently for the construction of schedules for the manifestation of Personality in levels 3 and 4 of round 1 of the basic class Law. But it has not developed in the other basic classes of the Social Sciences. Research in the Social Sciences will have to reach a much greater depth than now, to throw any helpful light on the [1P3] of the other basic classes.

### 24 [2P], [3P], ETC

Except in Education, literary warrant with manifestation of Personality in the second and the third rounds is still meagre. Some literary warrant is now developing in some of the sectors of Sociology. Documents in these sectors should be systematically analyzed into rounds, levels, and facets, as a preliminary step. The result of this analysis will lead to further research in the idea plane and in the notational plane. In CC, it is conjectured that the telescoping of the Personality facets in these later rounds may lead to shorter notation. Research in the idea plane may lead to the enunciation of new principles for the assigning of facets to different rounds. At present, we have isolated only four principles for this purpose. These are:

- 1 Whole-Organ principle;
- 2 Later-in-Time principle;
- 3 Actand-Action-Actor principle; and
- 4 Entity-Source principle.

The last of these is still to be confirmed. These four principles have been derived from the literary warrant in the Natural Sciences and their applications. An exploration into the literary warrant in the diverse basic classes of Social Sciences may lead to the discovery of some more principles for assigning the facets of a document to the different rounds and levels.



### 3 Matter Facet

Literary warrant has developed in few facets involving the manifestation of the fundamental category "Matter". This is so even in the Natural Sciences. It is much more so in the Social Sciences. It is conjectured that the enumeration of the schedule of "Materials", mentioned in 214, will meet any situation calling for [M].

### 4 Energy Facet

Seminal Mnemonics really originated in the enumeration of the isolates in the [E] of several subjects. It has been possible to construct schedules for [E] in the Social Sciences also, with the aid of the Canon of Seminal Mnemonics. The [E] schedules of CC should be critically examined from the angle of this canon. It should be easy to rectify any deviations.

### 5 Space Facet

The work on [S] has been already carried to great depths. The results have been published in the organ of the International Federation for Documentation.<sup>63</sup> These include schedules for [S1], [S2], and [S3]—that is, for three levels of space facets. All these will be applicable to the Social Sciences. The schedule for [S1] provides for many diverse non-contiguous comprehensions of the isolates enumerated on the basis of the Principle of Special Contiguity.<sup>64</sup> These will be of particular value in the classification of Social Sciences. Examples are, United Nations, Baghdad Pact Countries, Hard Currency Area, Underdeveloped Area, Communist Bloc, Western Bloc, and so on.<sup>65</sup> Perhaps need may arise for other kinds of non-contiguous and other kinds of partial comprehensions, as and when depth classification makes progress in the Social Sciences.

### 6 Time Facet

Detailed work has also been done in regard to the manifestation of the fundamental category Time.<sup>66</sup> Schedules have been constructed for two levels of [T]. The second level is called Featured Time.<sup>67</sup> It comprehends recurring time intervals like seasons. Perhaps there will not be much need for this level in the Social Sciences. Provision has also been made for "Private Time", i.e. time measured not in terms of a publicly-recognized era but from some epoch

intrinsic to any particular entity involved, such as year of foundation of an institution or the year of occurrence, or any other particular event. Perhaps occasions may arise to use the concept of "Private Time" in the documentation of Social Sciences.

### 7 Posteriorizing Common Isolates

It has been postulated that it would be helpful to have a schedule of common isolates which are manifestations of one or the other of the three fundamental categories: Personality, Matter and Energy. In the idea plane, it has been found helpful to make a class, got by attaching any such common isolate to a host class, posterior to the host class. This posteriorizing effect can be easily produced in the notational plane by prefixing to the common isolate the connecting symbol appropriate to the fundamental category of which it is a manifestation. This may be illustrated as follows with the Colon Number.

V44:2:(Z)	Indian Constitution
V44:2:(Z):g	Criticism of Indian Constitution
V44:2:(Z),d	A Learned Society for the Study of Indian Constitution

### 71 COMMON PERSONALITY ISOLATE

Common personality isolates may consist of categories such as learned body, research institution, educational institution, and so on. These common personality isolates will be shared by the Social Sciences, Natural Sciences, and the Humanities in equal measure. Their schedule has yet to be completely developed.

### 72 COMMON MATTER ISOLATE

It has been shown elsewhere<sup>68</sup> that properties, and values—such as spiritual, literary, psychological, educational, historical, political, economic, social, and legal values—may be taken as common isolates which are manifestations of Matter. Detailed schedules of such values have yet to be constructed. These common isolates will be of help in individualizing many documents in the Social Sciences. In the notational plane of CC, lower case letters, corresponding to the capital letters representing the respective main classes, are prescribed for the property and value common isolates.

Thus the schedule of the first order common value isolates will be as follows:

s	Psychological value	x	Economic value
t	Educational value	y	Social value
v	Historical value	z	Legal value
w	Political value		

These lower case letters will be preceded by the connecting symbol ";" (semi-colon). A systematic survey of the existing micro literature in Social Sciences should be made to work out subdivisions of the above isolates. It is conjectured that many of the subdivisions of the corresponding main classes may figure as the subdivisions of the common isolates also. This is the experience gained in constructing a similar schedule of common isolates of properties, which correspond to some of the main classes in the Natural Sciences. It is also conjectured that the number of subdivisions of any value-common-isolate may not exceed one thousand.

### 73 COMMON ENERGY ISOLATE

Certain common energy isolates—such as enumeration, postulation, and criticism—may be shared by all subjects. Social Sciences may give rise to certain common energy isolates connected with organization, policy making, decision making, implementation, and so on. It is conjectured that the number of common energy isolates may not exceed a thousand. In that case, in the notational plane of CC the first digit of the common energy isolate may be Roman small and with an addition of two more digits all the common energy isolate numbers can be constructed. This schedule has also not yet been done.

### 74 ADVANTAGES OF COMMON ISOLATES

The current literary warrant leads to the conjecture that most of the micro documents can be easily given co-extensive class numbers if comprehensive schedules of posteriorizing common isolates are constructed.

### 8 Position of Space Isolate

Normally, the space isolate is put in the last round, in the facet

analysis of a document. Indeed, this has been found to be helpful in so many cases that this has been made one of the postulates in the theory of classification.<sup>69</sup>

### 81 ADVANTAGES OF POSTULATIONAL APPROACH

During the last two years, I have been developing a postulational approach to classification. This is to meet a difficulty dogging me all these thirty years. It is also dogging every classificationist and every classifier. The difficulty is this. Most documents are multi-faceted. In classifying, we analyze the document into its facets. Then comes the question of arranging the facets in a helpful sequence. The possible number of sequences is 6 for 3 facets, 24 for 4 facets, 120 for 5 facets, 720 for 6 facets, and so on. Descriptive and historical articles are abundant in Social Sciences. This implies the incidence of [S] and [T]. Including these, the average number of facets for a document is about 5. Thus, one of 120 sequences is to be preferred. What is more, it is to be preferred consistently from day to day and year to year. If possible, it should be consistently preferred from document to document also. Consistency is extremely difficult with 120 alternatives to choose from. The choice is tantalizing. It produces heart-break and nightmare. The postulation of the Five Fundamental Categories and of the other postulates for facet-analysis, facet-arrangement, and facet-synthesis takes this decision away from the surface to the deepest level possible. At the depth, the decision is made once for all by the postulates and the principles for facet-arrangement, in terms of the fundamental categories, and the rounds and the levels of their manifestation. Then, the arrangement of the facets of any document is automatic—that is, mechanical. The tantalizing pros and cons of the multifarious phenomenal level get by-passed. Consistency is automatic.

### 82 DIVERSITY IN READER'S APPROACH

This does not assume that all readers will unanimously find the resulting sequence of documents equally helpful. That can never be. The arrangement, yielded by the postulational approach, is found helpful by a majority of readers. This has been found by observation. But what about the minority needing other sequences of arrangement, involving other facet-arrangements in

each of the documents? Their needs cannot be met by classification taken by itself. This is due to classification being in essence linear arrangement. But documents are multi-dimensional. In other words, classified arrangement implies one-dimensional arrangement of documents, and for that purpose one-dimensional arrangement of subjects—that is, of the universe of knowledge. But the universe of knowledge is many-dimensional: a transformation of many-dimensional space into one-dimensional space can be done in several ways. The physical needs of arrangement, however, forces us to choose one and only one of them. This rigidity in classification is inevitable. For, classification should be consistent; in other words, there should be no synonyms among class numbers. This fact puts a limit. Classification by itself cannot arrange subjects in different sequences to suit the needs of different minority groups. This is true of a general bibliography and of an arrangement in a library where readers with different approaches exist.

### 83 HELP TO MINORITY GROUPS

This does not mean a complete neglect of the requirements of minority groups. These are helped in another way. Help is given to them through the catalogue. It shows them that their documents will not all be found in one place, as for the majority group. It enumerates the few places to be looked up to collect all their documents. This it does to meet the approach of even a minority of one. Indeed, the democracy of library in general and of documentation work in particular is of a severe variety. Even a minority of one cannot be totally ignored.

### 84 MAJORITY vs MINORITY APPROACH

The point at issue is the determination of the facet-sequence to meet the majority approach. This should be strictly determined statistically from extensive experiences of floor-duty in Social Science libraries. B C Tewari tells me about his feeling that workers in the field of international affairs and regional studies prefer [S] to be the first facet. This feeling has led to the arrangement found in the *Select articles on current affairs*, 1957, of the Indian Council of World Affairs Library. This is equivalent to the postulate of putting [S] as the very first facet in the very first round, instead of assigning it to the last round according to my postulate.

## 85 PARTICULAR ENUNCIATION

The problem may be posed in concrete terms by taking a particular example. The two columns arrange the same topics in different sequences. The first is according to my postulate. The second is according to the postulate that [S] should be the first.

*In conformity with*

<i>Ranganathan's postulate</i>	<i>Tewari's postulate</i>
<i>Classified Part</i>	<i>Classified Part</i>
U Geography	z44 India
U6 Economic Geography	z44, U Geography
U6.44 India	z44,U6 Economic Geography
Mohan (R). Economic geography of India	Mohan (R). Economic geography of India
U6.4412 Kerala	z44,X Economics
Menon (P A X). Economic geography of Kerala	z44,X:9 Labour
U6.45 Iran	z44,X:979D Strike
Khan (N). Economic geography of Iran	Bhan (B R). Frequency of strikes situation in India
U6.467 Iraq	z44, Y Sociology
Shah (R M). Economic geography of Iraq	z44,Y:411 Alcoholism
X Economics	Yajee (S). Intemperance in India
X:9 Labour	z44,Y:411:5 Prohibition
X:979D Strike	Gandhi (R L). Prohibition movement in India
X:979D.44 India	z4412 Kerala
Bhan (B R). Frequency of strikes in India	z4412,U Geography
X:979D.4412 Kerala	z4412,U6 Economic Geography
Bhan (B R). Chronic strike situation in Kerala	Menon (P A X). Economic geography of Kerala
X:979D.45 Iran	z4412, X Economics
Qayum (A K). Strikes in Iran	z4412,X:9 Labour
	z4412,X:979D Strike

*Ranganathan's postulate**Tewari's postulate*

- X:979D.467 Iraq**  
 Raj Narayan. The hand behind the strikes in Iraq  
**Y Sociology**  
**Y:411 Alcoholism**  
**Y:411.44 India**  
 Yajee (S). Intemperance in India  
**Y:411.4412 Kerala**  
 Menon (F W P). Alcoholism in Kerala  
**Y:411.45 Iran**  
 Husein (K). The bane of drink in Iran  
**Y:411.467 Iraq**  
 Qayum (A K). Spread of drink in Iraq  
**Y:411:5 Prohibition**  
**Y:411:5.44 India**  
 Gandhi (R L). Prohibition movement in India  
**Y:411:5.4412 Kerala**  
 Karan (B S). Success of prohibition in Kerala  
**Y:411:5.45 Iran**  
 Aghwani (S). Prohibition steps in Iran  
**Y:411:5.467 Iraq**  
 Husein (A K). Failure of prohibition in Iraq

*Extract from Index Part*

- India  
 Alcoholism *see* Y:411.44

- Bhan (B R). Chronic strike in Kerala  
**z4412, Y Sociology**  
**z4412, Y:411 Alcoholism**  
 Menon (F W P). Alcoholism in Kerala  
**z4412, Y:411:5 Prohibition**  
 Karan (B S). Success of prohibition in Kerala  
**z45 Iran**  
**z45, U Geography**  
**z45, U6 Economic Geography**  
 Khan (N). Economic geography of Iran  
**z45, X Economics**  
**z45, X:9 Labour**  
**z45, X:979D Strike**  
 Qayum (A K). Strikes in Iran  
**z45, Y Sociology**  
**z45, Y:411 Alcoholism**  
 Husein (K). The bane of drink in Iran  
**z45, Y:411:5 Prohibition**  
 Aghwani (S). Prohibition steps in Iran  
**z467 Iraq**  
**z467, U Geography**  
**z467, U6 Economic Geography**  
 Shah (R M). Economic geography of Iraq  
**z467, X Economics**  
**z467, X:9 Labour**  
**z467, X:979D Strike**  
 Raj Narayan. The hand behind

*Ranganathan's postulate**Tewari's postulate*

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- |  |  |
|--|--|
| Economic geography<br><i>see</i> U6.44   | the strikes in Iraq<br>z467, Y Sociology<br>z467, Y:411 Alcoholism |
| Prohibition <i>see</i> Y:411:5.44        | Qayum (A K). Spread of drink                                       |
| Strike <i>see</i> X:979D.44              | in Iraq<br>z467, Y:411:5 Prohibition                               |
| Iran                                     | Husein (A K). Failure of<br>prohibition in Iraq                    |
| Alcoholism <i>see</i> Y:411.45           |  |
| Economic geography<br><i>see</i> U6.45   |  |
| Prohibition <i>see</i> Y:411:5.45        |  |
| Strike <i>see</i> X:979D.45              | <i>Extract from Index Part</i>                                     |
| Iraq                                     |  |
| Alcoholism <i>see</i> Y:411.467          | Alcoholism   |
| Economic geography<br><i>see</i> U6.467  | India <i>see</i> z44, Y:411  |
| Prohibition <i>see</i> Y:411:5.467       | Iran <i>see</i> z45, Y:411   |
| Strike <i>see</i> X:979D.467             | Iraq <i>see</i> z467, Y:411  |
| Kerala                                   | Kerala <i>see</i> z44121, Y:411                                    |
| Alcoholism <i>see</i> Y:411.4412         | Economic geography   |
| Economic geography<br><i>see</i> U6.4412 | India <i>see</i> z44, U6   |
| Prohibition <i>see</i> Y:411:5.4412      | Iran <i>see</i> z45, U6  |
| Strike <i>see</i> X:979D.4412            | Iraq <i>see</i> z467, U6   |
|  | Kerala <i>see</i> z4412, U6  |
|  | Prohibition  |
|  | India <i>see</i> z44, Y:411:5                                      |
|  | Iran <i>see</i> z45, Y:411:5                                       |
|  | Iraq <i>see</i> z467, Y:411:5                                      |
|  | Kerala <i>see</i> z4412, Y:411:5                                   |
|  | Strike   |
|  | India <i>see</i> z44, X:979D                                       |
|  | Iran <i>see</i> z45, X:979D  |
|  | Iraq <i>see</i> z467, X:979D                                       |
|  | Kerala <i>see</i> z4412, X:979D                                    |



## 86 EXPERIMENT

Two sets of about two hundred books on the specific subjects mentioned in section 85 should be arranged in two different book-racks. One set should be arranged as indicated by column 1. The other set should be arranged as indicated in column 2. About 50 readers should be made to spend some time with both the book-racks. Their preferences should be noted. In each case, the alphabetical part of the respective indexes should also be made available. Experiments like this will throw light on the majority approach. That will help in the preference of Ranganathan postulate or of Tewari postulate.

## CHAPTER P

### SUMMARY PROCEEDINGS

#### LIBRARY SEMINAR ON RESEARCH IN THE SOCIAL SCIENCES

2-4 January 1959

##### O Schedule of the Seminar

<i>Date</i>	<i>Time</i>	<i>Subject</i>
2 Jan 1959	10.00 - 10.45	Inaugural Session: Address by Dr V K R V Rao, Vice-Chancellor, University of Delhi
	11.00 - 13.30	Union Catalogue of Social Science Periodicals
3 Jan 1959	10.00 - 13.00	Official Publications
	14.30 - 17.30	Documentation in the Social Sciences
4 Jan 1959	10.00 - 13.00	Cooperation among Indian Libraries

[Friday, 2 January 1959, 10.00—10.45]

##### 01 INAUGURAL SESSION

Dr V K R V Rao, Vice-Chancellor of the University of Delhi, inaugurated the seminar at Sapru House at 10-15 A M on 2 Jan 1959. Dr A Appadorai, Director of the Indian School of International Studies, who was in the chair, explained the purpose of the Conference in a short speech.

The main theme of Dr Rao's address was how to bridge the gap between the social scientist's wants and what could be made available to him by libraries in terms of the available resources. Since it was not possible for a single library to meet the requirements of scholars in the various fields of the Social Sciences, Dr Rao stressed

the need for cooperation between libraries in India to make the best possible use of their limited resources. He called for the establishment of a union catalogue of the holdings of important Indian libraries to be maintained at four or five centres in the country. Referring to the rich collections of Delhi libraries, particularly in economics, political science, and international relations, he suggested the establishment of a "Union catalogue of the holdings of Delhi libraries" as an immediate necessity. In the end, Dr Rao stressed the need for translation service of literature into non-English languages and a centralized microfilm service in the field of the Social Sciences.

Dr S R Ranganathan, Director of the Seminar, called for the establishment of a documentation centre in the Social Sciences on the lines similar to Indian National Scientific Documentation Centre, which has been in existence for the last few years.

Mr Girja Kumar proposed a vote of thanks to Dr Rao on behalf of the School.

[Session 1: Friday, 2 January 1959, 11.00—13.30]

## 02 PROCEDURE

Dr S R Ranganathan, Director of the Seminar, suggested the procedure to be followed by the seminar. Since the papers of the seminar had been already circulated, it was not necessary to have them read out. He said that in consultation with the authors it had been agreed that they would present to the seminar the main points of their papers in a few words. To help to canalize the discussion on each paper in a pointed way, the authors had met and prepared a list of propositions which could form the basis of discussion. The propositions could be amended, augmented, or dropped in the course of discussion. The suggested procedure was accepted.

### 1 Area 1: The Area of the Social Sciences

The Director, while explaining the need to define the area of the Social Sciences, drew attention to the difficulties involved in framing an exact definition. While certain disciplines could generally be accepted as Social Sciences—as forming part of the umbral region of the area—and while certain disciplines could be also excluded

from the area as alien, there were certain other disciplines, forming part of the penumbral region, on which unanimity was difficult to obtain. He then gave a list of the disciplines in the different regions to elucidate the problems of definition. In the discussion that followed, it was agreed to proceed on a tentative definition that apart from the core area of the Social Sciences, the social aspects of the Natural Sciences and the sociological aspects of the Humanities be also regarded as coming within the area of the Social Sciences. It was also agreed that a definition, which did not restrict the field of the Social Sciences too rigidly, would be more satisfactory from the point of view of emergent evolution.

## 2 Area 2: Union Catalogue of Social Science Periodicals

S Parthasarathy gave a summary of his paper (Chapter F) and introduced the propositions for discussion.

### 21 PROPOSITION 21

*Unlike a union catalogue of books, a union catalogue of periodical publications can and should be made to serve, not only as a finding list, but also many bibliographical purposes and the purpose of rationalizing the coordination of acquisition in the Social Sciences.*

In the discussion Ketkar expressed the view that the function of a union catalogue of periodicals should be only to serve as a finding list, because adding to its functions was likely to make it less efficient as a finding list. He also suggested that for other contemplated functions separate bibliographical tools were available thus making it unnecessary to extend the functions of the union catalogue. Parthasarathy contended the view that a multi-functional union catalogue was not less efficient as a finding list, because the assumption, that the time taken to locate any information in a purely finding list was less, was on statistical count found true only in a certain number of cases. The additional advantages of multi-functional union catalogue were relevant to the improvement of its character as a finding list also. Das Gupta favoured the multi-functional union catalogue on grounds of economy of finance and effort. He said that the contention that other bibliographical aids existed for other contemplated functions might be true of England

and USA, but was not true of India and, therefore, to assume their existence was unwarranted. Moreover, the effort required to prepare a multi-functional union catalogue was nearly the same as in the case of a finding list. In Indian conditions a multi-functional bibliographical tool was, therefore, more than justified. Bradley expressed the view that it would considerably help the research scholars if the union catalogue could also indicate what periodicals existed in a particular field.

## 22 PROPOSITION 22

*The bipartite form, consisting of a minutely classified main part and an alphabetical index of titles, sponsors, and class index entries is more suited to a union catalogue of periodical publications in the Social Sciences, than a unipartite dictionary form.*

In the course of discussion it was suggested by Girja Kumar that the main sequence of entries should be alphabetical and that there should be an index giving the list of periodicals in a classified form. This raised the issue that the various economies of the classified catalogue with an alphabetic index would be sacrificed and the vagaries of periodicals, e.g. change of names etc, and the load of "see also" entries would continue to hamper the efficiency of the catalogue without any advantage. The question whether the catalogue should indicate the area of study of the periodicals was discussed but it was agreed that in the case of most periodicals the area of interest could not be defined and that, therefore, such indication was not needed. The suggestion that in the printed form the union catalogue should have the entries of the classified part serially numbered and their location from the index should be by such numbers was accepted. It was also agreed that the practice of entering periodicals sometimes by the title and sometimes by the sponsoring body should be discontinued and a uniform practice of entry by title for all periodicals should be followed, giving an added entry for the sponsors whenever needed.

## 23 PROPOSITION 23

*To make the classified form of the union catalogue of periodical*

*publications effective, each periodical publication should be given an individualizing class number and thus made a quasi-class.*

After the proposition was explained there was some discussion on the need for "an individualizing class number". The provision was accepted when the different methods of achieving easy individualization were considered. The problem of transliteration raised by Indian language periodicals was also considered. Since the number of learned periodicals in Indian languages was still few, it was agreed that the practice of transliterating their names in Roman script be followed for the present.

[Session 2: Saturday, 3 January 1959, 10.00—13.00]

### 3 Area 3: Making Official Publications Available

In presenting the papers (Chapter G, sections 3-5 and Chapter J) Girja Kumar raised the problem of defining official publications besides indicating the difficulties in the acquisition of these publications either because of lack of proper catalogues or because some types of publications important to the research workers were not included in the available catalogues. In the general discussion that followed, the question of definition of official publications was tackled from several angles and several special situations were referred to, such as, in Russia or China where all publishing was under governmental agencies, or in India where sometimes, as in the case of Kerala, governments published school text-books, or where governments financed a publication fully or partially. The Director summarized the various points raised and suggested a working definition of official publications to include publications either

- 1 Bearing the imprint of the government; or
- 2 Indicating government's responsibility for the document, though the imprint may be anything else; and
- 3 Whether intended for free circulation, or limited circulation or for circulation through trade channels.

### 31 PROPOSITION 31

*The government (Union and State) should publish an all-inclusive,*

*systematic, catalogue of their publications, whether printed in the government press or outside, at suitable intervals and make them available widely among all the important libraries in the country.*

After the proposition was introduced by Girja Kumar, a detailed discussion followed, each participant drawing attention to some special aspect of the difficulties, which existed in obtaining information about Indian official publications. The multiplicity of publishing agencies even within one government, different treatments given to different categories of official documents—e g restricted, free, etc—and the absence of an inclusive list of such documents were recognized as contributory to the prevailing chaos in the field. While it was felt that an inclusive list of official publications of all governments of India might not be practicable, at least each government could bring out an inclusive list of its own publications. A select list of all the important government publications, whatever be the government producing them, could be, however, brought out separately. The Director, while summarizing the discussion, referred to the thinking on this subject at the international level and suggested for inclusion in the catalogue all official publications which were available for commercial, free, or limited distribution.

### 32 PROPOSITION 32

*Publications (non-confidential) of government departments either for limited or free circulation and either produced by conventional printing or near-printing processes, should be supplied to select libraries serving research and should be brought, through a catalogue, to the notice of scholars and libraries serving them.*

The proposition was accepted. In the brief discussion which took place, the different categories of government documents were explained by some of the participants for the benefit of the others. The need for having depository collections of official publications was stressed by all.

### 4 Area 4: Classification and Cataloguing of Government Publications

Girja Kumar and Tewari presented their papers (Chapter G, section 6 and Chapter H).

## 41 PROPOSITION 41

*All official periodical publications should be classified and catalogued by the library.*

Girja Kumar, introducing the proposition, mentioned the advantages of having a unified catalogue of the library's total resources. But considering the enormous volume of official publications, he said that it would be improbable that libraries would have either the finance or the personnel to undertake their classification and cataloguing. He, therefore, suggested that of such publications only the periodical publications be technically processed. Views were expressed that even this limited responsibility would prove excessive and that the periodical publications should be arranged by their code numbers along with other official publications. Girja Kumar, however, maintained that for research use it was found convenient to include the information about such official periodical publications in the Library Catalogue and considering that the work involved in cataloguing periodical publications was much less than in the case of books, their inclusion in the catalogue would be justified. The proposition was accepted.

## 42 PROPOSITION 42

*The minimum requirement for non-periodical publications is to have them arranged according to the code numbers found in the publications, in a separate sequence and to make them easily accessible.*

In the discussion arising out of the proposition, a question was asked about how publications not bearing any code number were to be dealt with. Beatrice Holt reiterated a point she had made while the previous proposition was being discussed that it would be inconvenient and undesirable to break up the official publications into periodical publications and non-periodical publications. Even when code numbers were not used on the documents, she said that some simplified arrangement, such as one based on the name of the corporate author, could be devised. She also pointed out the difficulty of defining the term "periodical publications". The Director, summarizing the discussion, mentioned that difficulties arising



out of the terminology used to describe publications had been fully met, by defining the terms "books", "periodicals", "serials" and "series" distinctively and by using the term "periodical publications" generically to represent "periodicals" and "serials". He also clarified the point that, in agreeing to treat periodical publications separately for classification and cataloguing purposes, the question of whether their location should be in a sequence separate from other official publications was not necessarily involved.

#### 43 PROPOSITION 43

*It is desirable to improve the service implied in proposition 42 by providing a classified card catalogue for the over-all subjects covered by the several code numbers.*

Girja Kumar illustrated the proposition by pointing out the example he had given in his paper (Chapter G, section 65). The proposition was accepted.

#### 44 PROPOSITION 44

*There is a need to have a publication on the lines of US Government Manual to give information about the organization of the Government of India.*

The proposition was framed as a result of the foregoing discussions of the problems of classification and cataloguing of official publications.

[Session 3: Saturday, 3 January 1959, 14.30—17.30]

#### 5 Area 5: Documentation in the Social Sciences

Working papers K, L and M were discussed. The three papers covered some of the features of documentation in the Social Sciences. The activities of Unesco in the field of Social Science documentation were explained by Shah and the need for providing adequate documentation services was stressed by Kaula.

Ranganathan outlined the scope of documentation and its constituents: Documentation work; Documentation service; and Translation service. He analyzed the kinds of documentation lists

required at the international, national, and local levels and recommended a classified featuring of the entries in the list so as to reduce the length of the abstracts to a minimum. He also pointed out the vagueness of terminology in the Social Sciences and the limited scope for the application of machine-search for information retrieval in the Social Sciences.

#### 51 PROPOSITION 51

*To bring documentation work in the Social Sciences within economic limits, in spite of the number of host documents being far greater in this field than in the Natural Sciences, the following three types of documents should be recognized and provided for on different lines :*

- 1 *Learned articles and advanced treatises;*
- 2 *Source documents such as statistical data, and administrative and committee reports; and*
- 3 *Documents expressing opinion;*  
*(the kinds 2 and 3 are peculiar to the Social Sciences)*
- 4 *Documents in a non-technical language, giving a restatement of results of research, for the benefit of top-management; and*
- 5 *Translations and summaries.*

#### 52 PROPOSITION 52

*There is a greater need in the documentation of the Social Sciences than that of the Natural Sciences to recognize the existence of documentation needs at several levels such as:*

- 1 *The requirements of research, needing only seminal or near-seminal learned documents at one extreme;*
- 2 *The requirements of policy-making, needing non-technical exposition of the results of research, opinions of different shades, and published digests of facts and documents, at the intermediate level;*
- 3 *The requirement for general information, needing documents at levels of all removes from the seminal and near-seminal, and learned ones, at the other extreme.*

It was suggested that the kinds of documents required should be related to uses instead of users. Proposition 51 and 52 were accepted after a short discussion.

#### 6 Area 6: Techniques of Documentation

The techniques of documentation covered in the working papers were discussed and the following propositions were approved.

##### 61 PROPOSITION 61

*There is greater and more urgent need in the Social Sciences than in the Natural Sciences to determine by empirical methods objective criteria for assessing seminal, near-seminal and learned documents and those of the different removes from them.*

##### 62 PROPOSITION 62

*To make the depth classification needed in Social Sciences documentation effective, it is necessary to establish exhaustive schedules in the light of existing and anticipated literary warrant for*

- 1 *Value common isolates;*
- 2 *Common energy isolates, relating to intellectual, managerial, and social activities pertaining to the different areas in the field of the Social Sciences; and*
- 3 *Common personality isolates pertaining to institutions and similar social formations.*

It was pointed out that there was need for concerted effort by librarians to work out common isolates in the Social Sciences. This would considerably facilitate the classification of micro-thought.

##### 63 PROPOSITION 63

*There is need for a current list of Social Science literature published at the national level to eliminate time-lag in dissemination of information.*

## 64 PROPOSITION 64

*There is need for a Microfilming and Photocopying Centre for supplying copies of Social Science documents.*

## 65 PROPOSITION 65

*There is need for organizing a Panel of Translators for translating, on a piecework basis, research papers in the Social Sciences.*

## 66 PROPOSITION 66

*A National Documentation Centre, catering to the bibliographical needs of Social Science research workers, should be set up.*

Propositions 63—66 were accepted after a short discussion.

## 67 PROPOSITION 67

*Abstracts in the Social Sciences should be done by persons with knowledge in the subject with background of library classification.*

P N Kaula referred to some of the problems of abstracting as given in his paper (Chapter L). Phadnis drew attention to the fact that there was a growing tendency to publish abstracts prepared by authors along with the article. He was of the view that such an abstract prepared by the author might serve an adequate purpose. Shah enquired about the background knowledge necessary for the abstractor. Chakravarty opined that an abstractor need not possess knowledge of library classification. Ketkar thought that the knowledge of classification was essential for an abstractor and that the work could be done efficiently by library-trained personnel. Girja Kumar stated that abstracting periodicals in the Social Sciences were rarely used by the scholars and researchers for reference purpose. There was not much need to take up such abstracting work on an extensive scale.

The Director further elaborated the proposition and replied to the questions raised. He pointed out that abstracts should be imper-

sonal in character. It was too much to expect such objectivity from an author. Moreover, the author was wont to prepare a synopsis rather than an abstract. Ability to abstract presumed some subject knowledge and training to pick out the focal points by analyzing the facets. Background knowledge of the subject was necessary. Background knowledge meant extensive and not intensive acquaintance with the particular field. It presumed on the part of an abstractor:

- 1 Understanding of the subject and its terminology; and
- 2 Contact with the wave front of knowledge in the field.

On the question whether there should be abstracting service in the Social Sciences, the Director recognized difficulties in abstracting Social Science documents as the focal points were usually very diffused. The application of statistical method in this field was a recent phenomenon. However, he envisaged a growing demand for abstracting service in the Social Sciences in the near future. The proposition was accepted. The Director also referred to the standards laid down by the ISO/TC 46 and the Indian Standards Institution for abstracting.

[Session 4 : Sunday, 4 January 1959, 10.00—13.00]

#### 7 Area 7: Cooperation among Indian Libraries

There were two papers for Area 7: Chapters D and E. Bradley and Trivedi summarized their papers.

#### 71 PROPOSITION 71

*The output of literature in the Social Sciences being enormous, no single library can have an exhaustive collection of all the publications needed to serve its own requirements. The libraries can establish and maintain an adequate service to research scholars only by promoting schemes of cooperation between themselves, locally, regionally, and nationally.*

Bradley laid particular stress on the establishment of priorities in acquiring all the tools of research as rapidly as possible and the most rapid development possible of regional centres.

The Director called on Holt of the Wheat Loan Fund to comment on the problem of duplication and related matters. She indicated that her office had a finding list of US periodicals by location acquired through the Wheat Loan Fund.

The Director emphasized that a number of regional library centres were already in operation and more were projected. He noted the fact that the University Grants Commission was organizing a library seminar in March to take up many of these questions.

It was pointed out that there was already an informal cooperative arrangement among some government libraries for inter-library loan. There was a need to establish common policies. The Director thought that informal arrangements would serve best to establish the practice of cooperation among libraries. He reminded that the rules for inter-library loan were framed by the Inter-University Board several years ago.

Proposition 71 was accepted.

## 72 PROPOSITION 72

*As an early step there is need to formulate a scheme for coordinating the acquisition programmes of different libraries in a locality or in a region in order that each library may concentrate in the area of its main interests and depend on other libraries for its subsidiary needs.*

Trivedi opened the discussion on Proposition 72. Various participants emphasized the importance of this question. It was urged that methods of cooperation should be defined, that readers must be educated to accept the limitations on time and use, implicit in any inter-library loan system. The Director said that the idea of "socializing the use of books" must be more vigorously promoted and that the relevant authorities must be made aware of this principle of library organization. He noted that the University Grants Commission was already taking steps to improve the terms under which books might be acquired by university libraries and to allow for the additional staff required for processing. A suggestion was made that the national, as well as the local and regional, levels should be included.

Proposition 72 was accepted.

## 73 PROPOSITION 73

*For pooling the use of the resources of libraries, the scheme of inter-library loan needs to be developed more fully than it exists today.*

Various suggestions were made as to Proposition 73. It was urged that scholars should go to the location of research materials to avoid interrupting the resources of a particular library. It was pointed out, however, that it would often be difficult for a research worker to do so, that the time involved would be excessive, that appropriate time-limits and other regulations would protect the interests of the holding library.

Proposition 73 was accepted.

## 8 Area 8: Resolutions

The Director stated that the seminar had reached its objectives of discussing a variety of problems and of presenting a series of findings. He said that it had thus fulfilled its purpose and could dissolve. On the other hand, its work should not be allowed to end; and, therefore, its findings should be transmitted to the "Sponsoring Authorities". It was for them to work for their implementation. The following resolutions were unanimously passed and it was decided to forward them to the Sponsoring Body for appropriate action on them.

- I It be a recommendation to the Sponsoring Authorities of the seminar to promote and bring about the establishment of a committee to survey
  - 11 the holdings of periodical publications in the Social Sciences and of the publications of various governments, in the important libraries in the country serving research needs;
  - 12 the arrears of work to be done to get them organized to be readily available for use for research workers in the different libraries; and
  - 13 to formulate proposals for
    - 131 coordination of acquisition,
    - 132 cooperation in service, through inter-library loan, and
    - 133 the formation of regional depositories or other means

- to effect economy in the maintenance of complete holdings of publications of governments in India and abroad, for use of research workers in the Social Sciences.
- 2 It be a recommendation to the Sponsoring Authorities of the seminar
    - 21 to promote and bring about the publication of a basic Union Catalogue of the learned periodicals and serials in the Social Sciences in the chief libraries in India, as Vol 2 of the Union Catalogue, of which Vol 1 (Natural Sciences) was brought out in 1953 with the aid of Unesco, and some of the universities and governments in South-East Asia; and
    - 22 to arrange for the maintenance of a perpetual union catalogue in cards, similar to the one maintained by Insdoc for the Natural Sciences.
  - 3 It be a recommendation to the Sponsoring Authorities of the seminar to promote
    - 31 the production of scientifically prepared trade catalogues for the publications of the governments in India;
    - 32 their wide distribution to the libraries in India aiding research; and
    - 33 the establishment of a committee to make proposals in respect of the carrying out of the above suggestions and to establish standards thereof.
  - 4 It be a recommendation to the Sponsoring Authorities of the seminar to promote the establishment of efficient documentation service in the Social Sciences, by various means including
    - 41 the establishment of an Indian National Documentation Centre for the Social Sciences;
    - 42 the contribution, by the said centre, of information on current materials published in India to international abstracting periodicals in the Social Sciences;
    - 43 the prompt publication of select national documentation lists in the Social Sciences, to get over the time-lag inevitable in the appearance of exhaustive international abstracting periodicals;



- 44 the maintenance of efficient inter-library loan in Social Science materials;
  - 45 the coordination and economic provision of translation of documents in the Social Sciences in foreign languages; and
  - 46 the supply of mechanically-reproduced copies of specific documents in the Social Sciences on demand to libraries and to individual research workers.
- 5 It be a recommendation to the Sponsoring Authorities of the seminar to help the depth classification necessary to make documentation in the Social Sciences effective by the promotion of research in the classification and terminology of the Social Sciences in general and as a first step of it to provide for research for the establishment of schedules of
- 51 value common isolates;
  - 52 common energy isolates; and
  - 53 common personality isolates that recur in the classification of current micro documents in the Social Sciences.
- 6 It be a recommendation to the Sponsoring Authorities that a Standing Committee be appointed to implement recommendations 1 to 5 and to take action on other matters arising in the field of Social Science documentation considered by the seminar.

Finally the Director expressed his thanks to the participants, to the authors of the papers, and their thanks to the Sponsoring Authorities.

Girja Kumar, as Convener of the Seminar, expressed his appreciation to the participants and authors.

Bhardwaja expressed the thanks of the participants for the opportunity the seminar had offered to all to exchange ideas and develop a programme for further work.

The seminar adjourned at 1 P M on 4 January 1959.

## 9 Personnel

## 91 OFFICERS

Director and Chairman	S R RANGANATHAN
Secretary and Convener	GIRJA KUMAR
Joint Secretary	B C TEWARI

## 92 RAPPORTEUR-GENERAL S DAS GUPTA

## 93 RAPPORTEURS

Area 1 THAKOR R SHAH	Area 6 S PARTHASARATHY
Area 2 P N KAULA	Area 6 J SAHA
Area 3 N M KETKAR	Area 7 PHILLIPS BRADLEY
Area 4 M N NAGARAJ	Area 7 B I TRIVEDI
Area 5 S P PHADNIS	

## 94 PARTICIPANTS

- 1 ANSARI (S)  
Delhi School of Economics Library, Delhi
- 2 BHARDWAJ (B L)  
Planning Commission Library, New Delhi
- 3 BRADLEY (Phillips)  
Syracuse University, Syracuse; Indian School of International Studies, New Delhi, 1957-59
- 4 CHAKRAVARTY (N C)  
Indian Association of Special Libraries and Information Centres, Calcutta, and Ministry of Finance Library, New Delhi
- 5 DAS GUPTA (S)  
Delhi University Library, Delhi
- 6 DILLEY (Sara M)  
United States Information Service Library, New Delhi
- 7 GARDE (P K)  
Unesco Research Centre, Calcutta
- 8 GIRJA KUMAR  
Indian Council of World Affairs Library, New Delhi

- 9 GOYAL (R S)  
Delhi Public Library, Delhi
- 10 HOLT (Beatrice)  
US Wheat Loan Office, New Delhi
- 11 KAPOOR (K)  
United States Information Service Library, New Delhi
- 12 KAULA (P N)  
Department of Library Science, Delhi University, Delhi
- 13 KETKAR (N M)  
Central Secretariat Library, New Delhi
- 14 KULKARNI (H M)  
National Council of Applied Economic Research Library,  
New Delhi
- 15 MIRCHANDANI (G V)  
Parliament Library, New Delhi
- 16 NAGARAJ (M N)  
National Library, Calcutta
- 17 PARAB (L G)  
Central Archaeological Library, New Delhi
- 18 PARTHASARATHY (S)  
Indian National Scientific Documentation Centre, New  
Delhi, and Indian Association of Special Libraries and Infor-  
mation Centres, Calcutta
- 19 PHADNIS (S P)  
Council of Scientific and Industrial Research, New Delhi
- 20 RAGHAV (S N)  
Indian Council for Cultural Relations Library, New Delhi
- 21 RANGANATHAN (S R)  
775 Cross Road 17, Bangalore 3
- 22 SHAH (J)  
Indian Statistical Institute Library, Calcutta
- 23 SENGUPTA (B)  
National Library, Calcutta
- 24 SHAH (Thakor R)  
Unesco Research Centre, Calcutta
- 25 SOVANI (M V)  
Gokhale Institute of Politics and Economics Library, Poona
- 26 SUNDARAM (V)  
Ministry of Labour Library, New Delhi

- 27 TANDON (M M L)  
Delhi Public Library, Delhi
- 28 TEWARI (B C)  
Indian School of International Studies, New Delhi
- 29 TRIVEDI (B I)  
Tata Institute of Social Sciences Library, Bombay

## 95 OBSERVERS

- 1 DALAL (K S)  
Department of Library Science, Delhi University, Delhi
- 2 KAPOOR (Usha)  
Indian Council of World Affairs Library, New Delhi
- 3 LUTHER (N P)  
Parliament Library, New Delhi
- 4 PHADNIS (Urmila)  
Documents Section, Indian Council of World Affairs, New Delhi
- 5 SACHADEVA (O S)  
Central Secretariat Library, New Delhi
- 6 SAHAI (Vimla)  
Indian Council of World Affairs Library, New Delhi
- 7 SANNI (K N)  
Parliament Library, New Delhi
- 8 SULTANA (Shaukat)  
Indian Council of World Affairs Library, New Delhi
- 9 SURRENDRA NATH  
Central Secretariat Library, New Delhi

## 96 NON-PARTICIPATING CONTRIBUTOR

- 1 OGBURN (William F) (1886-1959)  
University of Chicago, Chicago; Indian School of International Studies, New Delhi, 1956-57

## CHAPTER Q

### SUMMING UP

**Girja Kumar**

[Reviews the work to be done in respect of the resolutions passed by the seminar. Suggests the appointment of an expert committee to survey collections. Makes concrete suggestions regarding the union catalogue of periodicals holdings and the appointment of a committee for establishing standards for government catalogues. Recommends the establishment of an extensive programme of microfilming for India and a project for depth classification in the field of Social Sciences. Deplores the non-existence of the National Central Library]

#### 0 Introduction

THE immediate task in respect of Social Science research and libraries in India have been formulated in the resolutions (Chapter P, section 8) passed by the seminar. We shall make an attempt here to assess both the favourable and unfavourable factors in the implementation of recommendations in the near future.

#### 1 Committee to Survey Collections

It is always a pleasant surprise, but certainly not indicative of an ideal situation, to discover by chance that valuable research materials are available in some library in the country. The records of the national movement which are scattered among numerous institutions and private collections is one instance where very little information is available in print for the guidance of research scholars. The situation is equally bad in respect of the holdings of periodical publications in the Social Sciences and of the publications of various governments, in the important libraries in the country serving research needs. This was the subject of concern of Resolution 1.

#### 11 STATEMENT OF THE PROBLEM

Apart from the question discussed above, there are several administrative and financial matters awaiting an early solution. Who is to foot the bill for improving the collections and services of research libraries, especially those not managed by official bodies or univer-

sities? How is one to coordinate the acquisition of university, departmental, and other research libraries in order to avoid unnecessary duplication? What is to be done to expedite the formation of regional depositories of official publications in different important centres in India? We have posed only the more significant questions.

## 12 IMPLEMENTATION OF RECOMMENDATIONS

The major parties involved in the possible implementation of Resolution I are the University Grants Commission and the Ministry of Education. The Ministry recently appointed an Advisory Committee for Libraries, the recommendations of which are of a general nature, limited to the problems of public library system in India; its recommendations are hardly relevant to our purpose. We suggest that the University Grants Commission appoint as early as possible an expert committee on the lines indicated in Resolution I, the implementation of whose recommendations should be included in the programme for the Third Five-Year Plan.

## 2 Union Catalogue of Periodical Publications

The idea of bringing out a union catalogue of the periodical publications available in Indian libraries has been in the air for nearly 30 years now. The first concrete step in the direction was the publication of Ranganathan (S R) and others: *Union catalogue of learned periodical publications*, v 1, *physical and biological sciences*, 1953. The second volume which was to cover Humanities and Social Sciences never saw the light of the day.

## 21 ORGANIZATION

The published volume of the *Union catalogue* was mainly the result of a voluntary effort. It is impossible to repeat that performance in the preparation of the second volume; we need not go into the reasons here. The possible agencies who could contribute towards making the "union catalogue of learned periodicals and serials in the Social Sciences in the chief libraries of India" a concrete reality are:

- 1 The University Grants Commission;
- 2 The Ministry of Education, Government of India; and
- 3 The Indian universities.

The possibility of financing the project could also be explored by seeking help from the funds available with the US Wheat Loan Office, through the Ministry of Education. The agency to administer the project, provided the necessary funds are made available, could be either an *ad hoc* committee of the representatives of the principal libraries of India or the Indian Library Association or a committee appointed by the University Grants Commission.

## 22 ARRANGEMENT

Classified vs alphabetical arrangement of entries has been a constant source of controversy. There was some lively discussion at the seminar, but it was finally decided in favour of the classified arrangement. We need not go into the controversy once again, because it would be putting the cart before the horse. Once the idea of executing the project is accepted, we hope, the body responsible for it could take the most appropriate decision about the arrangement of entries.

## 3 Government Publications

The recent proposal before the Ministry of Works, Housing, and Supply to produce a classified catalogue of all the Government of India publications (priced ones) still in stock with the Manager of Publications and to issue monthly and annual supplements of new publications is a welcome news. So is the establishment of the *Indian national bibliography* which has a separate section listing official, both central and state, publications in it. Yet this is not enough and certainly does not obviate the necessity to establish a committee for setting standards for the Government of India (and state) catalogues as suggested in Resolution 3.

## 31 ALL-COMPREHENSIVE CATALOGUE

Since the substantial portion of official publications (unpriced and those of the Ministry of Information and Broadcasting) of considerable research value continue to be excluded from the catalogues published by the Manager of Publications, these catalogues cannot adequately serve the purpose of an all-comprehensive catalogue. It is needless to add that a great deal yet remains to be done to improve the standard of the catalogues of state governments. The other matters which should be carefully gone over are the scope of

contents, lay out of entries, transliteration schemes, cataloguing rules, cumulation, etc.

### 32 COMMITTEE FOR STANDARDS

The problem of setting the standards for government (central and state) catalogues should not be treated on an *ad hoc* basis. It should be properly dealt with by a committee consisting of librarians, commercial publishers, and superintendents of government publications to be appointed by the Government of India. The appointment of the committee could be made by the Ministry of Works, Housing, and Supply, in cooperation with the Ministries of Information and Broadcasting and Scientific Research and Cultural Affairs. These three Ministries have been suggested because they are directly concerned in the matter.

### 4 Social Science Documentation

The establishment of the Indian National Scientific Documentation Centre was a welcome step and its working has more than justified the expectations from it. It has fulfilled a genuine need felt by scientific workers all over the country. The demand for the establishment of a similar institution for the Social Sciences as made in Resolution 4, it must be admitted frankly, is a mere expression of faith for the present. This, by no means, denies the value of establishing efficient documentation services through various other means such as establishing reproduction facilities at some important centres in the country. University and State Central Libraries could be considered for holding such centres.

### 41 REPRODUCTION FACILITIES

Already difficulties are being experienced by libraries and individual research scholars in obtaining microfilm copies expeditiously within the country. The problem could be solved by obtaining microfilming equipment and raw film for establishing a network of microfilming units under one of the numerous foreign-aid programmes to this country.

### 411 Microfilming Programme

The rapidly deteriorating condition of many files of important



newspapers, periodicals, manuscripts and books in Indian libraries is a matter for great concern. If preventive measures are not taken immediately, there is a great danger of the irretrievable loss of many valuable documents. To give an instance, the file of the *Mahratta* (of Tilak fame) available in its office at Poona is not likely to last for many more years in its present state. Thus it is absolutely incumbent upon the Government of India to initiate a programme of microfilming newspapers and periodicals of national importance, of which copies could be made available to other libraries upon demand. Complete sets of such microfilms should be deposited at the four national libraries.

### 5 Depth Classification

There has been a general tendency on the part of the classificationists to concentrate on solving the problems of classification of literature in the Natural Sciences; those principles have been mechanically applied to the Social Sciences without much thought. But now that the research in the Social Sciences has been coming to its own in the recent years, there is a growing amount of literature on the scope of the Social Sciences and their interrelations. Thus the problem stated in Resolution 5 is of particular interest to research librarians everywhere.

### 51 AT INTERNATIONAL LEVEL

At international level, the Unesco is promoting the examination of problems in library classification in the field of Social Sciences. The International Federation of Documentation (FID) and the International Committee for Social Science Documentation have been generally interested in the same subject.

### 52 IN INDIA

A considerable amount of theoretical work on library classification has been done in India. This is being actively exploited by several British librarians, especially members of the Classification Research Group. These principles have been extensively tested in the field of the Natural Sciences, but very little experimentation has been done in the Social Sciences. We, in India, have an additional advantage of starting from a scratch; thus there is considerable scope for experimentation and testing of those principles. The

only snag, as in respect of implementation of other resolutions, is the lack of funds to initiate the programme. The project, if and when taken in hand, is likely to take two to three years to work out in its first stage of enunciating of problems and of bringing out solutions for some of them. The results of such investigation, we have no doubt in our mind, will be of general interest to both research scholars and librarians.

### 6 Conclusion

In all these matters, one becomes painfully aware of the non-establishment so far of the proposed National Central Library of India. Whether one considers cooperation between Indian libraries or the maintenance of a permanent catalogue of periodicals holdings or the establishment of documentation service on an all-India basis, our thoughts wistfully turn toward the possibility of the early coming into being of the National Central Library. Let us hope that our dream will turn into reality very early. Its establishment should help in the resolution of many issues posed as above. But this is, by no means, a plea for the postponement of action on our proposals. Let us hope and endeavour for the best.

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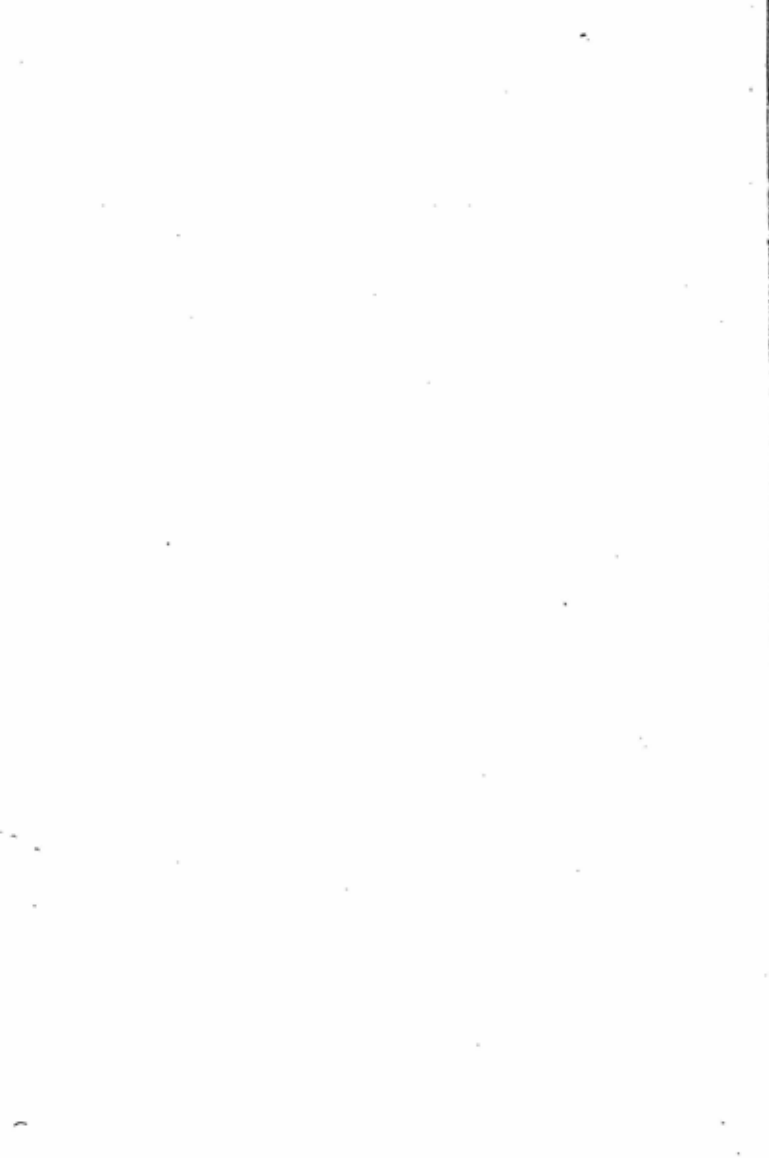
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# INDEX

## B C Tewari

*Note 1:* The index number against each item is the number of the Chapter or the Section of its occurrence in the text.

*Note 2:* The following abbreviations are used:

*def* = defined;                      *qirt* = quoted in relation to;  
*desc* = described;                  *rint* = referred in relation to.  
*irt* = in relation to;

- Abstracting (*see also* Machine—)
  - Kaula L5131
  - Ranganathan K28
  - Seminar P67
- Acquisition C4
  - Coordinated P72
  - Cooperation G74
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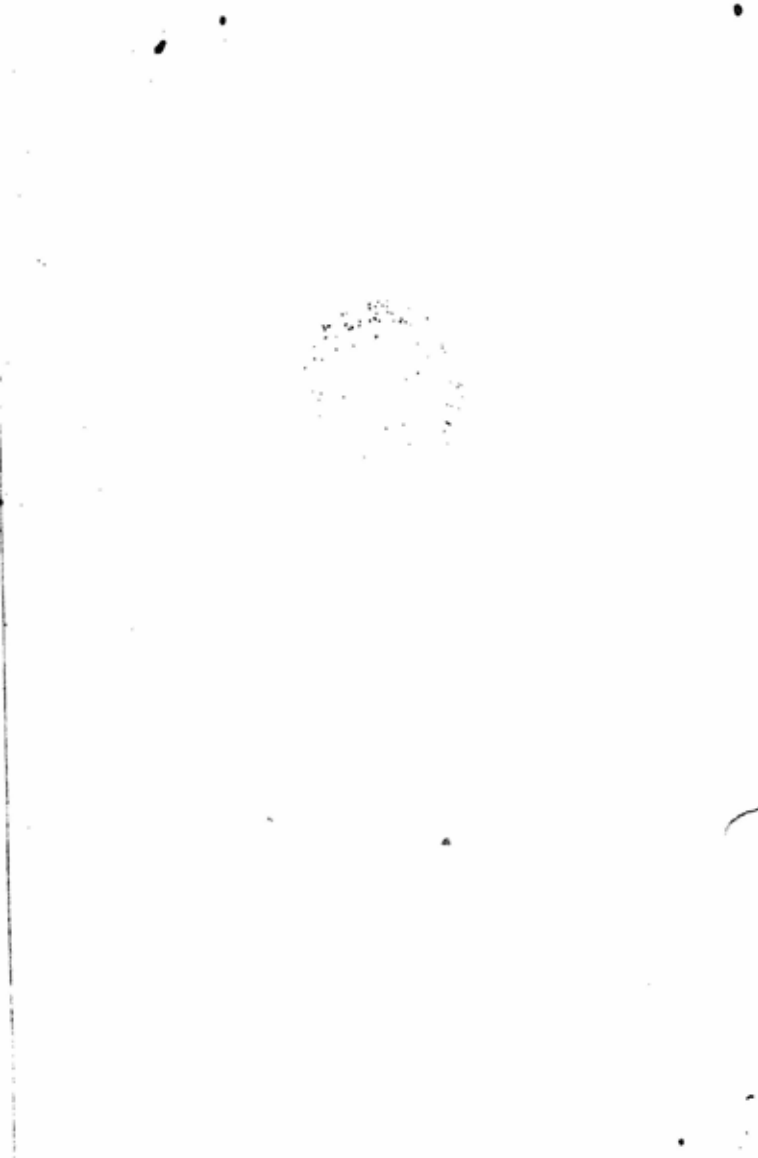
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